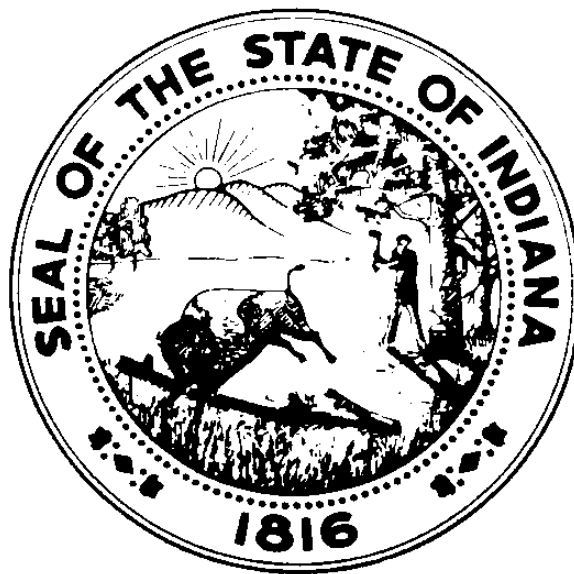


***BOARD OF REGISTRATION FOR
ARCHITECTS AND LANDSCAPE ARCHITECTS
STATUTES AND RULES***

January 2006



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Table of Contents

Indiana Statutes: Title 25, Article 4 Architects

Chapter 1. Regulation of Architects Generally -- Creation of Board..... 1

Chapter 2. Landscape Architects Certification 6

Indiana Statutes: Title 25, Article 1 General Provisions

Chapter 11. Professional Licensing Standards of Practice..... 9

Indiana Administrative Code
Title 804, Article 1.1, Registration; Code of Conduct for Architects; Registration for Architects

Rule 1. General Provisions..... 11

Rule 2. Certificate of Registration; Application, Examination, Reciprocity 15

Rule 3. Fees..... 16

Rule 4. Code of Professional Conduct..... 17

Rule 5. Disciplinary Proceedings- Repealed 19

Rule 6. Examinations..... 19

Rule 7. Training and Experience Requirements for Architect Registration..... 21

Rule 8. Continuing Education..... 31

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IC 25-4

ARTICLE 4. ARCHITECTS

IC 25-4-1

Chapter 1. Regulation of Architects Generally. Creation of Board Repealed

(Repealed by Acts 1978, P.L.2, SEC.2570.)

IC 25-4-1-2

Board of registration

Sec. 2. (a) There is hereby created and established a board of registration for architects and landscape architects, which shall consist of eight (8) members, who shall be appointed by the governor and who shall serve at the will and pleasure of the governor. All appointments shall be made for terms of three (3) years, ending on December 31. In any case, each member shall serve for the term for which the member shall have been appointed and until the member's successor shall have been appointed and shall have qualified. Any vacancy which may occur in membership of the board for any cause shall be filled by appointment by the governor for the unexpired term. Each member of the board shall be entitled to receive as compensation for the member's services a salary per diem for each and every day the member may be engaged in attending the meetings or transacting the business of the board; in addition thereto each member shall be entitled to receive as reimbursement all traveling and other necessary expenses incurred in the performance of the member's duties as a member of the board in accordance with travel policies and procedures established by the department of administration and the state budget agency.

(b) Each member of the board shall be a citizen of the United States of America and a resident of the state of Indiana. Five (5) of the members must be registered architects under this chapter and shall have had at least ten (10) years of active architectural practice preceding the member's appointment.

(c) Two (2) members of the board must be registered landscape architects under this chapter and must have at least ten (10) years of active landscape architectural practice preceding the member's appointment.

(d) One (1) member of the board, to represent the general public, shall be a resident of this state who has never been associated with the architecture or landscape architecture profession in any way other than as a consumer.

(Formerly: Acts 1929, c.62, s.2; Acts 1945, c.56, s.1; Acts 1961, c.331, s.1.) As amended by Acts 1976, P.L.119, SEC.1; Acts 1981, P.L.225, SEC.1; Acts 1982, P.L.113, SEC.24; P.L.82-2000, SEC.7.

IC 25-4-1-3

Organization and government of board

Sec. 3. The board shall organize by the election of a chairman and vice chairman, each of whom shall serve for a term of one (1) year.

The first meeting of the board shall be held within thirty (30) days after the members thereof shall have been appointed, on call of the chairman of the board. Thereafter, the board shall hold at least two (2) regular meetings each year and may hold such special meetings, as the board in its discretion considers necessary or advisable. The time for holding the regular meetings, the method of calling special meetings and the manner of giving notice of all meetings shall be prescribed in the bylaws of the board. Five (5) members of the board shall constitute a quorum for the transaction of any and all business which may come before the board. Approval by a majority of all members of the board shall be required for action to be taken. The board shall adopt official seals representing the different professions that shall be affixed to all certificates of registration granted and issued as provided in this chapter. Subject to the approval of the governor, the board is hereby authorized to make bylaws and prescribe and promulgate rules as considered necessary in the performance of its duty. The board shall adopt rules establishing standards for the competent practice of architecture and landscape architecture, and for the administration of the registered architects and registered landscape architects investigative fund established by section 32 of this chapter. Suitable office quarters shall be provided for the use of the board in the city of Indianapolis.

(Formerly: Acts 1929, c.62, s.3; Acts 1945, c.56, s.2; Acts 1961, c.331, s.2.) As amended by Acts 1977, P.L.172, SEC.5; Acts 1981, P.L.222, SEC.27; Acts 1982, P.L.113, SEC.25; P.L.82-2000, SEC.8; P.L.194-2005, SEC.11.

IC 25-4-1-4

Duties of attorney general; injunction; use of investigative fund

Sec. 4. The board shall be entitled to the services of the attorney general in connection with any of the business of the board. The board shall have the power to administer oaths and take testimony and proofs concerning any matter which may come within its jurisdiction. The attorney general, the prosecuting attorney of any county, the board, or a citizen of a county wherein any person, not herein exempted, shall engage in the practice of architecture or landscape architecture, as herein defined, without first having obtained a certificate of registration, or without first having renewed an expired certificate of registration, so to practice, may, in accordance with the provisions of the laws of this state governing injunctions, maintain an action, in the name of the state of Indiana, to enjoin such person from engaging in the practice of architecture or landscape architecture, as herein defined, until a certificate of registration is secured, or renewed, in accordance with the provisions of this chapter. Any person who has been so enjoined and who violates the injunction shall be punished for contempt of court. The injunction shall not relieve such person so practicing architecture or landscape architecture without a certificate of registration, or without first having renewed an expired certificate of registration, from a criminal prosecution therefor, as is provided by this chapter, but such remedy by injunction shall be in addition to any remedy provided for herein for the criminal prosecution of such offender. In charging any person

in a complaint for an injunction, or in an affidavit, information or indictment, with the violation of the provisions of this chapter, by practicing architecture or landscape architecture without a certificate of registration or without having renewed an expired certificate of registration, it shall be sufficient to charge that the person did upon a certain day and in a certain county engage in the practice of architecture or landscape architecture, without having a certificate of registration or without having renewed an expired certificate of registration, to so practice, without averring any further or more particular facts concerning the same. The attorney general and the Indiana professional licensing agency may use the registered architects and registered landscape architects investigative fund established by section 32 of this chapter to hire investigators and other employees to enforce the provisions of this article and to investigate and prosecute violations of this article.

(Formerly: Acts 1929, c.62, s.4; Acts 1935, c.252, s.1.) As amended by Acts 1982, P.L.154, SEC.10; P.L.82-2000, SEC.9; P.L.194-2005, SEC.12.

IC 25-4-1-5

Repealed

(Repealed by Acts 1981, P.L.222, SEC.296.)

IC 25-4-1-6

Application for certificate of registration

Sec. 6. (a) A person desiring to engage or continue in the practice of architecture shall:

- (1) apply to the board for a certificate of registration; and
- (2) submit evidence to the board that the person is qualified to engage or continue in the practice of architecture; in compliance with the requirements of this chapter.

(b) The application for a certificate of registration shall be:

- (1) made on a form prescribed and furnished by the board;
- (2) verified; and
- (3) accompanied by a fee established by the board under

IC 25-1-8-2.

(Formerly: Acts 1929, c.62, s.6.) As amended by Acts 1982, P.L.154, SEC.11; P.L.194-2005, SEC.13.

IC 25-4-1-7

Educational qualifications and requirements for examination

Sec. 7. (a) Any person who is at least eighteen (18) years of age shall be qualified for an examination for a certificate of registration as a registered architect, provided he shall:

- (1) have graduated with a professional degree from a school or college of architecture recognized by the board; and
- (2) either:

(A) have had at least three (3) years practical experience in the office or offices of reputable, registered, practicing architects; or

(B) have had a combination of training and practical experience which shall be found by the board to be fully equivalent to clause (A).

- (b) The applicant must not have a conviction for:

(1) an act that would constitute a ground for disciplinary sanction under IC 25-1-11; or

(2) a felony that has a direct bearing on the applicant's ability to practice competently.

(Formerly: Acts 1929, c.62, s.7; Acts 1961, c.331, s.4; Acts 1969, c.380, s.1; Acts 1973, P.L.252, SEC.2.) As amended by Acts 1981, P.L.222, SEC.28; Acts 1982, P.L.113, SEC.26; P.L.214-1993, SEC.7; P.L.1-1994, SEC.123.

IC 25-4-1-8

Out-of-state applicants

Sec. 8. (a) As used in this section, "out-of-state applicant" means an individual who is an architect registered or licensed under the laws of another state, a foreign country, or a province in a foreign country and who is an applicant for a certificate of registration as a registered architect.

(b) This section applies only to an out-of-state applicant.

(c) The board shall grant a certificate of registration to an out-of-state applicant upon the following conditions:

(1) The out-of-state applicant must be at least eighteen (18) years of age and must not have been convicted of:

(A) an act that would constitute a ground for disciplinary sanction under IC 25-1-11; or

(B) a felony that has a direct bearing on the applicant's ability to practice competently.

(2) If registered in the other jurisdiction after June 30, 1979, the out-of-state applicant must meet both of the following conditions:

(A) Have:

(i) met the requirements specified by section 7(a)(1) and 7(a)(2) of this chapter; or

(ii) earned a bachelor's degree in a design discipline and have at least seven (7) years of experience as a registered architect.

(B) Have passed the examination required in Indiana, or the equivalent, at the time the out-of-state applicant was registered in the other jurisdiction.

(3) If registered in the other jurisdiction before July 1, 1979, the out-of-state applicant must meet the following conditions:

(A) Have met the education and work experience requirements in effect in Indiana when the out-of-state applicant was registered in the other jurisdiction.

(B) Have passed the examination required in Indiana, or the equivalent, at the time the out-of-state applicant was registered in the other jurisdiction.

(4) The out-of-state applicant must pay fees established by the board.

(d) If an out-of-state applicant does not meet the examination requirements under subsection (c)(2) or (c)(3), the board may require the out-of-state applicant to pass a written examination and an oral interview necessary to achieve equivalence to the examination required in Indiana at the time the out-of-state applicant was registered in the other jurisdiction.

(Formerly: Acts 1929, c.62, s.8; Acts 1973, P.L.252, SEC.3.) As amended by Acts 1981, P.L.222, SEC.29; Acts 1982, P.L.113,

SEC.27; P.L.251-1983, SEC.1; P.L.242-1985, SEC.1; P.L.214-1993, SEC.8; P.L.1-1994, SEC.124; P.L.173-1996, SEC.6.

IC 25-4-1-9

Examinations of applicants

Sec. 9. The board shall adopt rules under IC 4-22-2 concerning the scope and subject matter for the examination of applicants for certificates of registration as registered architects. The examination must be a written test of the applicant's competency to plan, design, specify, and supervise architectural projects. The examination must include the following subjects:

- (1) The planning, specifying, designing, and construction of buildings.
- (2) The strength of building materials.
- (3) The principles of sanitation and ventilation as applied to buildings.
- (4) The ability of the applicant to make practical application of his knowledge in the ordinary professional work of an architect. The board may require the written examination to be supplemented by oral examinations.

(Formerly: Acts 1929, c.62, s.9.) As amended by P.L.173-1996, SEC.7.

IC 25-4-1-10

Issuance of certificate of registration

Sec. 10. Whenever the provisions of this act have been complied with by an applicant, the board shall issue a certificate of registration to the applicant as a registered architect, which certificate shall have the effect of a license to the person to whom it is issued to practice architecture in this state, subject to the provisions of this act.

(Formerly: Acts 1929, c.62, s.10.)

IC 25-4-1-11

Exemption from statutes regulating practice of engineering

Sec. 11. Any person licensed to practice architecture in this state, or registered as an architect under this chapter, shall be exempt from the provisions of any and all statutes in force in this state regulating the practice of engineering: provided further, that no provision of this chapter shall apply to or affect any individual, firm, limited liability company, or corporation registered as a professional engineer under provisions of IC 25-31-1. An engineer, however, who is registered under the laws of this state, and exempted from the provisions of this chapter, shall not use the designation "architect" in any form or manner unless and until he shall be registered under the provisions of this chapter.

(Formerly: Acts 1929, c.62, s.11; Acts 1961, c.331, s.5.) As amended by Acts 1982, P.L.154, SEC.12; P.L.8-1993, SEC.373.

IC 25-4-1-12

Issuance of certificate; applicable sections

Sec. 12. The board shall issue certificates of registration only as provided in sections 7, 8, 9 and 10 of this chapter.

(Formerly: Acts 1929, c.62, s.12.) As amended by Acts 1981, P.L.222, SEC.30.

IC 25-4-1-13

Display of certificate; seal

Sec. 13. Every holder of a certificate of registration as a registered architect shall display such certificate in a conspicuous place in his principal office, place of business or place of employment.

Every registered architect shall have a seal or design authorized by the board, the impression of which shall contain the name of the architect and the words, "registered architect", "state of Indiana". He shall stamp with this seal all working drawings, reports, and specifications prepared by him or under his supervision.

(Formerly: Acts 1929, c.62, s.13.)

IC 25-4-1-14

Renewal of certificate; failure to renew; reinstatement; fees

Sec. 14. (a) Every registered architect who continues in active practice shall, biennially, on or before the date established by the licensing agency under IC 25-1-6-4, renew the registered architect's certificate of registration and pay the required renewal fee. A registered architect whose certificate of registration has expired may have the certificate restored only upon payment of the required fee under IC 25-1-8-7.

(b) Subject to subsection (c), any architect registered or licensed in this state who has failed to renew the architect's certificate of registration for a period of not more than five (5) years may have the certificate renewed at any time within a period of five (5) years after the registration expired upon:

(1) making application to the board for renewal of the registration; and

(2) paying a fee required under IC 25-1-8-7.

(c) If any registered architect desires to retire from the practice of architecture in Indiana, the architect may submit to the board the architect's verified statement of intention to withdraw from practice. The statement shall be entered upon the records of the board. During the period of the architect's retirement, the architect is not liable for any renewal or restoration fees. If any retired architect desires to return to the practice of architecture in Indiana within a period of five (5) years from the date that the architect files a statement under this subsection, the retired architect must:

(1) file with the board a verified statement indicating the architect's desire to return to the practice of architecture; and

(2) pay a renewal fee equal to the fee set by the board to renew an unexpired registration under this chapter.

(Formerly: Acts 1929, c.62, s.14; Acts 1943, c.217, s.1.) As amended by Acts 1981, P.L.222, SEC.31; Acts 1982, P.L.113, SEC.28; P.L.242-1985, SEC.2; P.L.194-2005, SEC.14.

IC 25-4-1-15

Repealed

(Repealed by Acts 1981, P.L.222, SEC.296.)

IC 25-4-1-15.1

Repealed

(Repealed by P.L.214-1993, SEC.91.)

IC 25-4-1-16

Fees

Sec. 16. (a) The fee to be paid by an applicant for an examination to determine the applicant's fitness to receive a certificate of registration as a registered architect shall be established by the board under IC 25-1-8-2.

(b) The fee to be paid by an applicant for a certificate of registration as a registered architect shall be established by the board under IC 25-1-8-2.

(c) The fee to be paid for the restoration of an expired certificate of registration as a registered architect shall be established under IC 25-1-8-7. The restoration fee shall be in addition to all unpaid renewal fees.

(d) The fee to be paid upon renewal of a certificate of registration shall be established by the board under IC 25-1-8-2.

(e) The fee to be paid by an applicant for a certificate of registration who is an architect registered or licensed under the laws of another state or territory of the United States, or of a foreign country or province, shall be established by the board under IC 25-1-8-2.

(Formerly: Acts 1929, c.62, s.16; Acts 1943, c.217, s.2.) As amended by P.L.194-2005, SEC.15.

IC 25-4-1-17

Acts constituting practice of architecture

Sec. 17. The practice of architecture is the performance of professional services embracing the safe, healthful, scientific, aesthetic or orderly coordination of the planning, designing, erection, alteration or enlargement of any public or private building or buildings, structure or structures, project or projects, or any part thereof, or the equipment or utilities thereof or the accessories thereto, when such professional services require the application of the art and science of construction based upon the principles of mathematics, aesthetics, or the physical science acquired by education or training, and when such services are performed through the media of consultation, evaluation, investigation, preliminary study, plans, specifications, contract documents, or supervision of construction. Any one (1), or any combination of the foregoing services by a person shall constitute the practice of architecture. A building is any structure consisting of foundation, floors, walls, columns, girders, beams and roof, or a combination of any number of these parts, with or without other parts and appurtenances thereto.

(Formerly: Acts 1929, c.62, s.17; Acts 1961, c.331, s.6.)

IC 25-4-1-18

Employees under direction of architect; exempt buildings

Sec. 18. Nothing contained in this chapter shall prevent the draftsmen, students, clerks of works, superintendents, and other employees of those lawfully practicing as registered architects, under the provisions of this chapter, from acting under the instruction, control, or supervision of their employers, or to prevent the employment of superintendents of the construction, enlargement, or alteration of buildings, or any parts thereof, or prevent such superintendents from acting under the immediate personal supervision of the registered architect by whom the plans

and specifications of any building, enlargement, or alteration were prepared. Nor shall anything contained in this chapter apply to the making of plans or specifications or the supervision of construction, enlargement or alteration of buildings or any parts thereof specifically exempted from the rules of the fire prevention and building safety commission or specifically exempted from the fire prevention and building safety commission requirements for preparation of such plans and specifications by registered architects or registered engineers.

(Formerly: Acts 1929, c.62, s.18; Acts 1935, c.252, s.3; Acts 1961, c.331, s.7; Acts 1969, c.380, s.2.) As amended by Acts 1982, P.L.154, SEC.13; P.L.8-1984, SEC.117.

IC 25-4-1-19

Expenses of administration; payment

Sec. 19. All expenses incurred in the administration of this chapter shall be paid from the general fund upon appropriation being made therefor in the manner provided by law for the making of such appropriations.

(Formerly: Acts 1929, c.62, s.19; Acts 1935, c.252, s.4; Acts 1961, c.331, s.8.) As amended by Acts 1976, P.L.119, SEC.2; Acts 1981, P.L.222, SEC.33.

IC 25-4-1-20

Record of proceedings

Sec. 20. The board shall keep a record of its proceedings, and a register of all applicants for registration, showing the date of application, the name, age and other qualifications and the place of business and the place of residence of each applicant and whether or not an examination was required and whether the applicant was rejected or a certificate of registration granted and issued and the date of such action.

(Formerly: Acts 1929, c.62, s.20.)

IC 25-4-1-21

Repealed

(Repealed by P.L.132-1984, SEC.55.)

IC 25-4-1-22

"Board" defined

Sec. 22. Except where the context clearly indicates a different meaning, the following terms, as used in this chapter, shall be construed to have the meaning hereinafter indicated:

The term "board" shall be construed to mean the board of registration for architects and landscape architects.

(Formerly: Acts 1929, c.62, s.22.) As amended by Acts 1982, P.L.154, SEC.14; P.L.8-1984, SEC.118; P.L.82-2000, SEC.10.

IC 25-4-1-23

Construction of chapter

Sec. 23. As this chapter is designed to safeguard life, health and property, the provisions thereof shall be construed liberally to achieve the purpose desired.

(Formerly: Acts 1929, c.62, s.23.) As amended by Acts 1982, P.L.154, SEC.15.

IC 25-4-1-24

Severability clause

Sec. 24. In the event that any section, clause or provision of this chapter shall be declared unconstitutional, such invalidity shall not affect those provisions of this chapter not declared unconstitutional.

(Formerly: Acts 1929, c.62, s.24.) As amended by Acts 1982, P.L.154, SEC.16.

IC 25-4-1-25

Public inspection of records

Sec. 25. The board shall keep a record open to public inspection at all reasonable times of its proceedings relating to the issuance, refusal, renewal, suspension or revocation of certificates of registration. This record shall also contain the name, place of business and residence, and the date and number of registration of each registered architect and landscape architect in this state. (Formerly: Acts 1929, c.62, s.25.) As amended by P.L.82-2000, SEC.11.

IC 25-4-1-26

Offenses

Sec. 26. Each of the following acts is a Class C infraction and each day's violation constitutes a separate offense:

(1) The practice of architecture by any person or the advertising or putting out of any sign or card or other device which might indicate to the public that he is entitled to practice as an architect, without a certificate of registration as a registered architect issued by the board.

(2) The affixing of a registered architect's seal to any plans, specifications or drawings which have not been prepared by him or under his immediate personal supervision.

(3) The violation of section 13 of this chapter. (Formerly: Acts 1929, c.62, s.26.) As amended by Acts 1978, P.L.2, SEC.2509.

IC 25-4-1-27

Right of corporations and partnerships to engage in practice

Sec. 27. No firm, partnership or corporation shall engage in the practice of architecture unless the work is under the full authority and responsible charge of a registrant who is also a principal of the firm, or partnership or officer of the corporation. The name of said registrant shall appear whenever the firm name is used in the professional practice of the firm, partnership or corporation.

(Formerly: Acts 1929, c.62, s.27; Acts 1961, c.331, s.9.)

IC 25-4-1-28

Short title

Sec. 28. This chapter shall be known and cited as "The Indiana Architectural and Landscape Architectural Act".

(Formerly: Acts 1929, c.62, s.28.) As amended by Acts 1982, P.L.154, SEC.17; P.L.82-2000, SEC.12.

IC 25-4-1-29

Necessity of plans or specifications prepared by registered architect

Sec. 29. (a) Except as hereinafter otherwise provided, the state of Indiana, nor any board, department or agency thereof, nor any county, city, town, township, school corporations, or other political subdivision of this state shall engage in the construction, alteration, or maintenance of any public building or public work involving the practice of architecture for which plans, specifications and estimates have not been prepared, certified, and sealed by, and the construction, alteration, or maintenance executed under the direct supervision of an architect, which architect shall be the holder in good standing of a certificate of registration from the board of registration for architects and landscape architects entitling him to practice architecture in this state.

(b) No official of this state, nor of any city, town, county, township, or school corporation thereof, charged with the enforcement of any law, ordinance, or rule relating to the construction or alteration of buildings or structures, shall use or accept or approve any plans or specifications that have not been prepared by, or under the supervision of, and certified by a registered architect. This subsection shall not apply if such plans or specifications have been prepared by, or under the supervision of and certified by a professional engineer who is registered under the laws of the state of Indiana. This subsection shall not apply to the construction or alteration of any building or structures specifically exempted from the rules of the fire prevention and building safety commission or specifically exempted from the fire prevention and building safety commission requirements for preparation of such plans and specifications by registered architects or registered engineers. This section shall not be construed as to abridge, or otherwise affect, the powers of the fire prevention and building safety commission, or any other state board or department, to issue rules governing the safety of buildings or structures.

(Formerly: Acts 1929, c.62, s.29; Acts 1961, c.331, s.10; Acts 1969, c.380, s.3.) As amended by P.L.8-1984, SEC.119; P.L.1-2001, SEC.30.

IC 25-4-1-30

Reexamination; extension of time

Sec. 30. The board of registration of architects must grant an extension for a total time of not less than eight (8) years for an applicant to complete any section or division of a reexamination given under section 9 of this chapter if the applicant was unable to meet the original final date established by the board to take reexaminations due to a disability or medical condition that substantially interferes with the applicant's ability to take the examination.

As added by P.L.216-1993, SEC.1.

IC 25-4-1-31

Continuing education and training; requirements

Sec. 31. (a) The board may adopt rules under IC 4-22-2 to do the following:

(1) Require continuing education and training for architects.

(2) Set minimum requirements for continuing education and training for architects.

(3) Set minimum requirements for continuing education instructors approved by the board.

(b) The rules adopted under this section must require an architect to comply with the following renewal requirements:

(1) The architect shall provide the board with a sworn statement signed by the architect that the architect has fulfilled the continuing education requirements required by the board.

(2) The architect shall retain copies of certificates of completion for continuing education courses for three (3) years after the end of the licensing period for which the continuing education applied. The architect shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(c) Every two (2) years the board shall randomly audit for compliance more than one percent (1%) but less than ten percent (10%) of the architects required to take continuing education courses.

As added by P.L.23-2003, SEC.1.

IC 25-4-1-32

Investigative fund; administration by attorney general and professional licensing agency; appropriation

Sec. 32. (a) The registered architects and registered landscape architects investigative fund is established to provide funds for administering and enforcing the provisions of this article, including investigating and taking enforcement action against violators of this article. The fund shall be administered by the attorney general and the Indiana professional licensing agency.

(b) The expenses of administering the fund shall be paid from the money in the fund.

(c) The treasurer of state shall invest the money in the fund not currently needed to meet the obligations of the fund in the same manner as other public money may be invested.

(d) Money in the fund at the end of a state fiscal year does not revert to the state general fund. If the total amount in the fund exceeds five hundred thousand dollars (\$500,000) at the end of a state fiscal year after payment of all claims and expenses, the amount that exceeds five hundred thousand dollars (\$500,000) reverts to the state general fund.

(e) Money in the fund is continually appropriated for use by the attorney general and the Indiana professional licensing agency to administer and enforce the provisions of this article and to conduct investigations and take enforcement action against persons violating the provision of this article.

As added by P.L.194-2005, SEC.16.

IC 25-4-2

Chapter 2. Landscape Architects Certification

IC 25-4-2-1

Definitions; construction of chapter

Sec. 1. (a) As used in this chapter, "board" means the board of registration for architects and landscape architects as established

under IC 25-4-1-2.

(b) As used in this chapter, "landscape architecture" means the practice of professional services such as consultation, investigation, reconnaissance, research, planning, design, or responsible supervision to develop land areas for the dominant purpose of preserving, enhancing, or determining:

(1) proper land uses;

(2) natural land features;

(3) ground cover and planting;

(4) naturalistic and aesthetic values;

(5) the settings and approaches to structures or other improvements;

(6) the natural environment of a facility, an individual building, or other structure;

(7) site specific natural surface and subsoil drainage systems;

(8) landscape grading, swales, curbs, and walkways; and

(9) any inherent problems of the land relating to erosion,

overuse, blight, or other hazards.

The term includes the location and arrangement of the proposed tangible objects and features that are incidental and necessary to accomplish the purposes of landscape architecture.

(c) As used in this chapter, "practitioner" means an individual registered as a landscape architect under this chapter.

(d) Except as provided in subsection (b), this chapter does not authorize a practitioner to:

(1) engage in the design of mechanical lift stations, sewage treatment facilities, sanitary and combined sewers, storm water management projects, public, semi-public, and private utilities, or other structures or facilities with separate and self-contained purposes, if the design work is ordinarily included in the practice of architecture or engineering;

(2) engage in the design of highways or traffic control devices;

(3) engage in the scientific analysis of hazardous material contamination;

(4) engage in topographic mapping or the certification of land surveys or final land plats for official approval or recording;

(5) otherwise engage in the practice of architecture (as defined in IC 25-4-1);

(6) otherwise engage in the practice of professional engineering (as defined in IC 25-31);

(7) engage in the practice of land surveying (as defined in IC 25-21.5); or

(8) engage in the practice of professional geology (as defined in IC 25-17.6).

(e) This chapter, except section 10(a)(1) and 10(a)(2) of this chapter, does not apply to:

(1) the practice of landscape architecture by any person who acts under the supervision of a practitioner or by an employee of a person lawfully engaged in the practice of landscape architecture and who, in either event, does not assume responsible charge of design or supervision;

(2) the practice of architecture or land planning and proper land usage by a duly registered professional architect or the doing of landscape architectural work by a registered architect or by an employee under the supervision of a registered architect;

(3) the practice of engineering or land planning and proper land usage by a duly registered professional engineer and the doing of landscape architectural work by a registered professional engineer or by an employee under supervision of a registered professional engineer;

(4) the practice of surveying or land planning and proper land usage by a registered land surveyor and the doing of landscape architectural work by a registered land surveyor or by an employee under supervision of a registered land surveyor;

(5) the practice of landscape architecture by employees of the United States government while engaged within this state in the practice of landscape architecture for the United States government;

(6) the practice of planning as is customarily done by regional, park, or urban planners;

(7) the practice of arborists, foresters, gardeners, turf managers, home builders, horticulturists, farmers, and other similar persons;

(8) the practice of any nurseryman or general or landscape contractor, including design, planning, location, planting and arrangements of plantings or other ornamental features; or

(9) the practice of natural resource professionals, including biologists, geologists, or soil scientists.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.242-1985, SEC.3; P.L.23-1991, SEC.11; P.L.82-2000, SEC.13.

IC 25-4-2-1.5

Acceptance of landscape architect by state and political subdivisions

Sec. 1.5. (a) The state and all of the state's political subdivisions shall:

(1) accept the stamp of a landscape architect when the landscape architect is submitting plans for approval within the scope of practice of landscape architecture; and

(2) allow the engagement of a landscape architect for work within the scope of practice of landscape architecture.

(b) This section shall not be construed to restrict the practice of architects, professional engineers, or land surveyors in any way.

As added by P.L.82-2000, SEC.14.

IC 25-4-2-2

Display of certificate; seal

Sec. 2. (a) A practitioner shall display the practitioner's certificate of registration in a conspicuous place in the practitioner's principal office, place of business, or employment.

(b) Each practitioner may, upon registration under this chapter, obtain a seal of the design authorized by the board, bearing the name of the practitioner, number of certificate of registration, and the legend "Registered Landscape Architect State of Indiana". The seal may be used only while the practitioner's registration is in effect.

(c) Nothing in this chapter may be construed as authorizing the use or acceptance of the seal of a landscape architect as a substitute for the seal of an architect, engineer, or land surveyor.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.242-1985, SEC.4.

IC 25-4-2-3

Qualifications; evidence; examination; issuance of certificate

Sec. 3. (a) To qualify for registration as a landscape architect, an applicant must:

(1) submit evidence that the applicant is an individual who is at least eighteen (18) years of age;

(2) submit evidence that the applicant has:

(A) graduated from an accredited curriculum of landscape architecture presented by a college or school approved by the board; or

(B) attained before January 1, 2003, at least eight (8) years of actual practical experience in landscape architectural work of a grade and character satisfactory to the board;

(3) submit evidence that the applicant has paid the examination fee and the application fee set by the board;

(4) provide an affidavit that indicates that the applicant does not have a conviction for:

(A) an act that would constitute a ground for disciplinary action under IC 25-1-11; or

(B) a felony that has a direct bearing on the applicant's ability to practice competently;

(5) pass the examination required by the board under section 4 of this chapter after meeting the requirements in subdivisions (1) through (4); and

(6) submit evidence that the applicant has at least three (3) years of diversified, actual, and practical experience in landscape architectural work of a grade and character satisfactory to the board.

(b) The board shall issue a certificate of registration under this chapter to an applicant who meets the requirements in this section. *As added by Acts 1981, P.L.225, SEC.2. Amended by Acts 1982, P.L.113, SEC.29; P.L.242-1985, SEC.5; P.L.214-1993, SEC.9; P.L.82-2000, SEC.15; P.L.194-2005, SEC.17.*

IC 25-4-2-4

Examinations

Sec. 4. (a) The board shall adopt rules under IC 4-22-2 covering the subjects and scope of the examinations and covering other functions necessary to comply with this chapter. An applicant for registration as a landscape architect shall establish by written examination the applicant's competency to plan, design, specify, and supervise the installation of landscape architectural projects. The board may require that the written examination be supplemented by oral examinations.

(b) Examinations shall be held at least once a year at a time and place fixed by the board.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.132-1984, SEC.12; P.L.242-1985, SEC.6; P.L.214-1993, SEC.10.

Repealed

(Repealed by P.L.234-1983, SEC.10.)

IC 25-4-2-6

Certification of persons licensed, certified, or registered in another state

Sec. 6. The board may issue a certificate of registration to a landscape architect licensed, certified, or registered in another state if the applicant:

- (1) is an individual who is at least eighteen (18) years of age;
- (2) pays the fee established by the board; and
- (3) submits evidence satisfactory to the board that:

(A) the out-of-state applicant meets the requirements in section 3 of this chapter or its equivalent, as determined by the board;

(B) the applicant does not have a conviction for:

(i) an act that would constitute a ground for disciplinary action under IC 25-1-11; or

(ii) a felony that has a direct bearing on the applicant's ability to practice competently; and

(C) the applicant has met the same or equivalent examination requirements in effect in Indiana at the time the applicant was registered in the other jurisdiction.

As added by Acts 1981, P.L.225, SEC.2. Amended by Acts 1982, P.L.113, SEC.30; P.L.242-1985, SEC.7; P.L.214-1993, SEC.11; P.L.82-2000, SEC.16.

IC 25-4-2-7

Repealed

(Repealed by P.L.82-2000, SEC.19.)

IC 25-4-2-8

Fees

Sec. 8. (a) The board shall set the fees for issuance of a certificate of registration to a landscape architect and for the biennial renewal of registration. The fee for registration and for renewal of registration must be based upon the administrative costs of registering and regulating landscape architects. This fee must include the costs for:

- (1) office facilities, supplies, and equipment; and
- (2) clerical assistance.

(b) Except as provided in IC 25-4-1-32, all fees collected under this chapter shall be paid by the Indiana professional licensing agency to the treasurer of state who shall deposit them in the general fund of the state.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.132-1984, SEC.13; P.L.242-1985, SEC.9; P.L.194-2005, SEC.18.

IC 25-4-2-9

Repealed

(Repealed by P.L.214-1993, SEC.91.)

IC 25-4-2-9.1

Discipline; display of revoked, suspended, or expired credentials

Sec. 9.1. The board may discipline a person under IC 25-1-11 if that person displays to the public credentials issued by the board that:

(1) have been revoked by the board under IC 25-1-11; or

(2) have expired.

As added by P.L.240-1985, SEC.4. Amended by P.L.214-1993, SEC.12.

IC 25-4-2-10

Illegal use of title; offense; injunction

Sec. 10. (a) Any person who:

(1) renders or offers to render services to the public, if the words "landscape architecture" or "registered landscape architecture" are used to describe these services;

(2) uses the title "registered landscape architect" or "landscape architect"; or

(3) engages in the practice of landscape architecture described in section 1 of this chapter; without a current registration issued under this chapter commits a Class B infraction. A person who affixes a registered landscape architect's seal to a plan, specification, or drawing that has not been prepared by a currently registered landscape architect or under the immediate supervision of a currently registered landscape architect commits a Class B infraction.

(b) Each day a violation described in this section continues to occur constitutes a separate offense.

(c) The board may appear in its own name in the courts of the state and apply for injunctions to prevent violations of this chapter.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.242-1985, SEC.11; P.L.82-2000, SEC.17; P.L.1-2001, SEC.31.

IC 25-4-2-11

Practice by firm

Sec. 11. (a) For purposes of this section, "firm" means a corporation, partnership, limited liability company, or sole proprietorship.

(b) The practice of or an offer to practice landscape architecture by a firm may occur through an individual if the individual:

- (1) is in direct control of the landscape architecture practice;
- (2) exercises direct supervision of all personnel who act on behalf of the firm in landscape architecture professional and technical matters; and

(3) holds a current registration under this chapter.

No firm doing business in Indiana may use the term or title "landscape architect", "landscape architecture", or "landscape architectural" or advertise any title or description tending to convey the impression that the firm employs a practitioner unless the firm employs a practitioner. The name of a practitioner employed by the firm must appear whenever the name of the firm is used in the professional practice of landscape architecture. Any plans, sheets of designs, or specifications prepared by the personnel of the firm must carry the signature and seal of the practitioner who is responsible for supervising the landscape architecture work.

As added by Acts 1981, P.L.225, SEC.2. Amended by P.L.242-1985, SEC.12; P.L.82-2000, SEC.18.

IC 25-4-2-12

Standards of competency

Sec. 12. The board shall adopt standards of competency for the practice of landscape architecture in accordance with IC 4-22-2.

As added by Acts 1981, P.L.225, SEC.2.

IC 25-4-2-13

Continuing education and training; requirements

Sec. 13. (a) The board may adopt rules under IC 4-22-2 to do the following:

(1) Require continuing education and training for landscape architects.

(2) Set minimum requirements for continuing education and training for landscape architects.

(3) Set minimum requirements for continuing education instructors approved by the board.

(b) The rules adopted under this section must require a landscape architect to comply with the following renewal requirements:

(1) The landscape architect shall provide the board with a sworn statement signed by the landscape architect that the landscape architect has fulfilled the continuing education requirements required by the board.

(2) The landscape architect shall retain copies of certificates of completion for continuing education courses for three (3) years after the end of the licensing period for which the continuing education applied. The landscape architect shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(c) Every two (2) years the board shall randomly audit for compliance more than one percent (1%) but less than ten percent (10%) of the landscape architects required to take continuing education courses.

As added by P.L.23-2003, SEC.2.

IC 25-1-11 Chapter 11. Professional Licensing Standards of Practice

IC 25-1-11-1

"Board" defined

Sec. 1. As used in this chapter, "board" means any of the following:

- (1) Indiana board of accountancy (IC 25-2.1-2-1).
- (2) Board of registration for architects and landscape architects (IC 25-4-1-2).
- (3) Indiana auctioneer commission (IC 25-6.1-2).
- (4) State board of barber examiners (IC 25-7-5-1).
- (5) State boxing commission (IC 25-9-1).
- (6) State board of cosmetology examiners (IC 25-8-3-1).
- (7) State board of registration of land surveyors (IC 25-21.5-2-1).
- (8) State board of funeral and cemetery service (IC 25-15-9).
- (9) State board of registration for professional engineers (IC 25-31-1-3).
- (10) Indiana plumbing commission (IC 25-28.5-1-3).

(11) Indiana real estate commission (IC 25-34.1-2-1).

(12) Real estate appraiser licensure certification board (IC 25-34.1-8).

(13) Private detectives licensing board (IC 25-30-1-5.1).

(14) Manufactured home installer licensing board (IC 25-23.7).

(15) Home inspectors licensing board (IC 25-20.2-3-1).

As added by P.L.214-1993, SEC.1. Amended by P.L.2-1995, SEC.93; P.L.234-1995, SEC.5; P.L.82-2000, SEC.6; P.L.162-2002, SEC.6; P.L.145-2003, SEC.6.

IC 25-1-11-2

"Practitioner" defined

Sec. 2. As used in this chapter, "practitioner" means a person that holds:

- (1) an unlimited license, certificate, registration, or permit;
- (2) a limited or probationary license, certificate, registration, or permit;
- (3) a temporary license, certificate, registration, or permit;
- (4) an intern permit; or
- (5) an inactive license;

issued by the board regulating a profession.

As added by P.L.214-1993, SEC.1. Amended by P.L.236-1995, SEC.1.

IC 25-1-11-3

"License" defined

Sec. 3. As used in this chapter, "license" includes a license, certificate, registration, or permit.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-4

"Person" defined

Sec. 4. As used in this chapter, "person" means an individual, a partnership, a corporation, or a limited liability company.

As added by P.L.214-1993, SEC.1. Amended by P.L.236-1995, SEC.2.

IC 25-1-11-5

Practitioner compliance with professional standards; findings meriting disciplinary sanctions; fraud or material deception

Sec. 5. (a) A practitioner shall comply with the standards established by the board regulating a profession. A practitioner is subject to the exercise of the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that:

- (1) a practitioner has:
 - (A) engaged in or knowingly cooperated in fraud or material deception in order to obtain a license to practice, including cheating on a licensing examination;
 - (B) engaged in fraud or material deception in the course of professional services or activities; or
 - (C) advertised services or goods in a false or misleading manner;
- (2) a practitioner has been convicted of a crime that has a

direct bearing on the practitioner's ability to continue to practice competently;

(3) a practitioner has knowingly violated a state statute or rule or federal statute or regulation regulating the profession for which the practitioner is licensed;

(4) a practitioner has continued to practice although the practitioner has become unfit to practice due to:

(A) professional incompetence;

(B) failure to keep abreast of current professional theory or practice;

(C) physical or mental disability; or

(D) addiction to, abuse of, or severe dependency on alcohol or other drugs that endanger the public by impairing a practitioner's ability to practice safely;

(5) a practitioner has engaged in a course of lewd or immoral conduct in connection with the delivery of services to the public;

(6) a practitioner has allowed the practitioner's name or a license issued under this chapter to be used in connection with an individual or business who renders services beyond the scope of that individual's or business's training, experience, or competence;

(7) a practitioner has had disciplinary action taken against the practitioner or the practitioner's license to practice in another state or jurisdiction on grounds similar to those under this chapter;

(8) a practitioner has assisted another person in committing an act that would constitute a ground for disciplinary sanction under this chapter; or

(9) a practitioner has allowed a license issued by a board to be:

(A) used by another person; or

(B) displayed to the public when the license has expired, is inactive, or has been revoked or suspended.

(b) If an applicant or a practitioner has engaged in or knowingly cooperated in fraud or material deception to obtain a license to practice, including cheating on the licensing examination, the board may rescind the license if it has been granted, void the examination or other fraudulent or deceptive material, and prohibit the applicant from reapplying for the license for a length of time established by the board. An applicant who is aggrieved by a decision of the board under this section is entitled to hearing and appeal rights under the Indiana administrative rules and procedures act (IC 4-21.5).

(c) The board may deny licensure to an applicant who has had disciplinary action taken against the applicant or the applicant's license to practice in another state or jurisdiction or who has practiced without a license in violation of the law.

(d) A certified copy of the record of disciplinary action is conclusive evidence of the other jurisdiction's disciplinary action under subsection (a)(7) or subsection (c).

As added by P.L.214-1993, SEC.1. Amended by P.L.84-1998, SEC.6; P.L.113-1999, SEC.1.

IC 25-1-11-6

Architect or landscape architect; grounds for disciplinary sanctions

Sec. 6. A practitioner registered as an architect or a landscape architect is subject to the disciplinary sanctions under section 12 of

this chapter if, after a hearing, the board finds that the practitioner has:

(1) permitted the practitioner's seal to be affixed to plans, specifications, or drawings that were not prepared by the practitioner or under the practitioner's personal supervision by the practitioner's regularly employed subordinates; or

(2) used the title "engineer" or advertised to practice engineering and is not registered under IC 25-31-1.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-7

Auctioneers; grounds for disciplinary sanctions

Sec. 7. A practitioner licensed to practice auctioneering is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has failed to:

(1) account and to make payment under IC 25-6.1-6-2; or

(2) keep the funds of others separate from the practitioner's own private accounts.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-8

Barbers; grounds for disciplinary sanctions

Sec. 8. A practitioner registered as a barber is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has continued to practice barbering while the practitioner has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact during the scope of practice of barbering.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-9

Engineers or land surveyors; grounds for disciplinary sanctions

Sec. 9. A practitioner registered as an engineer or a land surveyor is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner:

(1) has permitted the practitioner's seal to be affixed to plans, specifications, or drawings not prepared by the practitioner or under the practitioner's personal supervision by the practitioner's regularly employed subordinates;

(2) has used the title "architect" or advertised to practice architecture and is not registered under IC 25-4-1.

As added by P.L.214-1993, SEC.1.

Repealed

(Repealed by P.L.194-2005, SEC.87.)

IC 25-1-11-10

Physical and mental examination of practitioner

Sec. 10. The board may order a practitioner to submit to a reasonable physical or mental examination, at the practitioner's expense, if the practitioner's physical or mental capacity to practice

safely and competently is at issue in a disciplinary proceeding.
As added by P.L.214-1993, SEC.1. Amended by P.L.178-1997, SEC.1; P.L.194-2005, SEC.7.

IC 25-1-11-11

Refusal of physical or mental examination; summary suspension

Sec. 11. Failure to comply with a board order to submit to a physical or mental examination makes a practitioner liable to summary suspension under section 13 of this chapter.
As added by P.L.214-1993, SEC.1.

IC 25-1-11-12

Sanctions for violations

Sec. 12. (a) The board may impose any of the following sanctions, singly or in combination, if the board finds that a practitioner is subject to disciplinary sanctions under sections 5 through 9 of this chapter:

- (1) Permanently revoke a practitioner's license.
- (2) Suspend a practitioner's license.
- (3) Censure a practitioner.
- (4) Issue a letter of reprimand.

(5) Place a practitioner on probation status and require the practitioner to:

(A) report regularly to the board upon the matters that are the basis of probation;

(B) limit practice to those areas prescribed by the board;

(C) continue or renew professional education approved by the board until a satisfactory degree of skill has been attained in those areas that are the basis of the probation; or

(D) perform or refrain from performing any acts, including community restitution or service without compensation, that the board considers appropriate to the public interest or to the rehabilitation or treatment of the practitioner.

(6) Assess a civil penalty against the practitioner for not more than one thousand dollars (\$1,000) for each violation listed in sections 5 through 9 of this chapter except for a finding of incompetency due to a physical or mental disability.

(b) When imposing a civil penalty under subsection (a)(6), the board shall consider a practitioner's ability to pay the amount assessed. If the practitioner fails to pay the civil penalty within the time specified by the board, the board may suspend the practitioner's license without additional proceedings. However, a suspension may not be imposed if the sole basis for the suspension is the practitioner's inability to pay a civil penalty.

(c) The board may withdraw or modify the probation under subsection (a)(5) if the board finds after a hearing that the deficiency that required disciplinary action has been remedied or that changed circumstances warrant a modification of the order.
As added by P.L.214-1993, SEC.1. Amended by P.L.32-2000, SEC.12.

IC 25-1-11-13

Summary suspension of practitioners

Sec. 13. The board may summarily suspend a practitioner's

license for ninety (90) days before a final adjudication or during the appeals process if the board finds that a practitioner represents a clear and immediate danger to the public's health, safety, or property if the practitioner is allowed to continue to practice. The summary suspension may be renewed upon a hearing before the board, and each renewal may be for not more than ninety (90) days.
As added by P.L.214-1993, SEC.1. Amended by P.L.178-1997, SEC.2.

IC 25-1-11-14

Reinstatement of suspended license

Sec. 14. The board may reinstate a license that has been suspended under this chapter if, after a hearing, the board is satisfied that the applicant is able to practice with reasonable skill, safety, and competency to the public. As a condition of reinstatement, the board may impose disciplinary or corrective measures authorized under this chapter.
As added by P.L.214-1993, SEC.1. Amended by P.L.178-1997, SEC.3.

IC 25-1-11-15

Reinstatement of revoked license

Sec. 15. The board may not reinstate a license that has been revoked under this chapter. An individual whose license has been revoked under this chapter may not apply for a new license until seven (7) years after the date of revocation.
As added by P.L.214-1993, SEC.1.

IC 25-1-11-16

Consistency of sanctions

Sec. 16. The board shall seek to achieve consistency in the application of sanctions authorized in this chapter. Significant departures from prior decisions involving similar conduct must be explained in the board's findings or orders.
As added by P.L.214-1993, SEC.1.

IC 25-1-11-17

Surrender of practitioner license

Sec. 17. A practitioner may petition the board to accept the surrender of the practitioner's license instead of having a hearing before the board. The practitioner may not surrender the practitioner's license without the written approval of the board, and the board may impose any conditions appropriate to the surrender or reinstatement of a surrendered license.
As added by P.L.214-1993, SEC.1.

IC 25-1-11-18

Costs; practitioners subjected to sanctions

Sec. 18. A practitioner who has been subjected to disciplinary sanctions may be required by a board to pay the costs of the proceeding. The practitioner's ability to pay shall be considered when costs are assessed. If the practitioner fails to pay the costs, a suspension may not be imposed solely upon the practitioner's inability to pay the amount assessed. These costs are limited to costs for the following:

- (1) Court reporters.
- (2) Transcripts.
- (3) Certification of documents.
- (4) Photo duplication.
- (5) Witness attendance and mileage fees.
- (6) Postage.
- (7) Expert witnesses.
- (8) Depositions.
- (9) Notarizations.
- (10) Administrative law judges.

As added by P.L.214-1993, SEC.1. Amended by P.L.194-2005, SEC.8.

IC 25-1-11-19

Refusal to issue license; probationary license; requirements

Sec. 19. (a) The board may refuse to issue a license or may issue a probationary license to an applicant for licensure if:

(1) the applicant has:

(A) been disciplined by a licensing entity of another state or jurisdiction; or

(B) committed an act that would have subjected the applicant to the disciplinary process if the applicant had been licensed in Indiana when the act occurred; and

(2) the violation for which the applicant was or could have been disciplined has a bearing on the applicant's ability to competently perform or practice the profession in Indiana.

(b) Whenever the board issues a probationary license, the board may require a licensee to do any of the following:

(1) Report regularly to the board upon the matters that are the basis of the discipline of the other state or jurisdiction.

(2) Limit practice to the areas prescribed by the board.

(3) Continue or renew professional education requirements.

(4) Engage in community restitution or service without compensation for the number of hours specified by the board.

(5) Perform or refrain from performing an act that the board considers appropriate to the public interest or to the rehabilitation or treatment of the applicant.

(c) The board shall remove any limitations placed on a probationary license under this section if the board finds after a public hearing that the deficiency that required disciplinary action has been remedied. *As added by P.L.194-2005, SEC.9.*

IC 25-1-11-20

Appearance before board

Sec. 20. The board may require an applicant for licensure to appear before the board before issuing a license. *As added by P.L.194-2005, SEC.10.*

ARTICLE 1.1. REGISTRATION; CODE OF CONDUCT FOR ARCHITECTS

Rule 1. General Provisions

804 IAC 1.1-1-1 Definitions and abbreviations

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-8

Sec. 1. (a) The following definitions apply throughout this rule:

(1) "Accredited degree program" means a program leading to a professional degree which is accredited by the NAAB or the LAAB or certified equivalent by NCARB or CLARB guidelines.

(2) "Act" means IC 25-4 creating a board to regulate the practice of architecture and the practice of landscape architecture in Indiana.

(3) "Applicant" means an individual whose application has been received by the board for registration as an architect or a landscape architect.

(4) "Approved department, school, or college of architecture or landscape architecture" means a department, school, or college with an architecture or landscape architecture professional degree program recognized by the board at the time of an applicant's graduation.

(5) "Architect" means a person registered under IC 25-4-1 and this article and thereby entitled to use the title architect and engage in the practice of architecture in Indiana.

(6) "A.R.E." means the architect registration examination prepared by NCARB.

(7) "Board" means the board of registration for architects and landscape architects.

(8) "CLARB" means the Council of Landscape Architectural Registration Boards.

(9) "Council record-CLARB" means a detailed, authenticated record of an applicant's activities and accomplishments, factual data of education, training, practice, character, examination, and registration.

(10) "Council record-NCARB" means a detailed, authenticated record of an applicant's education, training, experience, examination, registration, and character. Council record prepared by NCARB.

(11) "Degree in a design discipline", as used in IC 25-4-1-8, means a preprofessional bachelor degree with a major in architecture such as would admit the applicant to an accredited professional master of architecture degree program of four (4) semesters or shorter.

(12) "EESA" means a program approved by NCARB known as Education Evaluation Services for Architects.

(13) "IDP" means Intern Development Program.

(14) "LAAB" means the Landscape Architectural Accreditation Board.

(15) "LARE" means the landscape architect registration examination prepared by CLARB.

(16) "Landscape architect" means a person registered under IC 25-4-2 and this article and thereby entitled to use the title landscape architect and engage in the practice of landscape architecture in Indiana.

(17) "NAAB" means the National Architectural Accrediting Board.

(18) "NCARB" means the National Council of Architectural Registration Boards.

(19) "Professional examination" means the former architects registration examination prepared by NCARB.

(20) "Qualifying test" means the examination formerly prepared by NCARB to qualify applicants without an accredited architectural degree for admission to the professional examination.

(21) "Registrant" means a registered architect or landscape architect, unless the context clearly indicates otherwise, whose qualifications have been examined by the board and a certificate of registration granted.

(22) "Valid certificate - architect" means a certificate of registration held by an individual that is current and in good standing. A certificate shall have the effect of a license to practice architecture in Indiana, subject to IC 25-4-1.

(23) "Valid certificate - landscape architect" means a certificate of registration held by an individual that is current and in good standing. A certificate shall have the effect of a license to practice landscape architecture in Indiana subject to IC 25-4-2.

(24) "Week" means a thirty-five (35) hour work week. (No more than thirty-five (35) hours shall be counted toward requirements in any given calendar week.)

(25) "Year" means fifty (50) calendar weeks not including vacation.

(b) When the masculine pronoun is used, it shall include the feminine. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-1-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 949; filed Jan 8, 1982, 10:10 a.m.: 5 IR 387; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1075; filed Nov 14, 1985, 8:39 a.m.: 9 IR 752; filed Oct 28, 1998, 3:35 p.m.: 22 IR 756; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Jan 24, 2002, 12:05 p.m.: 25 IR 1903; filed Sep 5, 2003, 8:25 a.m.: 27 IR 180; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2377*)

804 IAC 1.1-1-2 Organization; meetings; officers

Authority: IC 25-4-1-3

Affected: IC 5-14-1.5

Sec. 2. (a) Procedure: Roberts Rules of Order are adopted as the rules for conducting the business of the board to the extent not in conflict with applicable law.

(b) Meetings: A minimum of two (2) regular meetings will be held in each calendar year and special meetings as the board in its discretion may deem necessary or advisable.

(1) The first meeting of the board, the annual meeting, shall be as soon as practicable after the start of the calendar year.

(2) The other regular meeting as near as practicable to the middle of the calendar year.

(3) Special meetings shall be at the request of the chairman or any three (3) members by presenting a request to the secretary of the board.

(4) Time and place of meetings shall be determined by the chairman.

(5) Notice of all meetings by the secretary setting out the time and place of the meeting and including a proposed agenda of the items for action at the meeting are to be mailed to all board members not less than 10 days prior to the date of such meeting, unless such

notice has been waived by the chairman with any such waiver subject to the public notice which must be given as required by IC 5-14-1-5 [*Repealed by P.L.19-1983, SECTION 12. See IC 5-14-1.5.*]

(6) Five (5) members of the board shall constitute a quorum for the transaction of any and all business which may come before the board. Approval by a majority of all members of the board present shall be required for action to be taken.

(c) Election of officers: The board shall elect from its members a chairman and a vice-chairman at the annual meeting. Each officer shall serve for a term of one (1) year, or until a successor has been duly elected. In event a vacancy occurs in any office, such office shall be filled at the next meeting of the board and the person so elected shall hold office until the next annual election of officers. No member shall serve more than two (2) consecutive terms in the same office.

(1) The chairman presides at all meetings, appoints all committees, and performs such other duties as may be directed by the board. The chairman shall be an "ex-officio" member of all committees.

(2) The vice-chairman performs the duties of the chairman during any absence or disability of the chairman and such other duties as may be directed by the board.

(3) The secretary, with the assistance of such clerical help as may be required, shall be responsible for the minutes of all meetings and correspondence of the board. The secretary shall perform the customary duties of the office and such other duties as may be directed by the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-1-2; filed Mar 25, 1980, 9:15 am: 3 IR 950; filed Jan 8, 1982, 10:10 am: 5 IR 388; filed Apr 26, 1983, 9:31 am: 6 IR 1077; filed Nov 14, 1985, 8:39 am: 9 IR 754; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 2. Certificate of Registration; Application, Examination, Reciprocity

804 IAC 1.1-2-1 Applications

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1; IC 25-4-2-4; IC 25-4-2-6

Sec. 1. (a) In keeping with the purpose of IC 25-4-1, an application for original registration will be accepted by the board from any person desiring to engage in the practice of architecture or use the title "landscape architect" in Indiana.

(b) Reciprocity registration shall be as follows:

(1) For an architect, a person who is currently a licensed architect in good standing in another state or territory of the United States, foreign country, or province and who wishes to be considered for registration in Indiana will be required to apply through NCARB. It shall be the responsibility of the applicant to ensure that NCARB furnishes the record to the board, and no reciprocal application will be considered in the absence of the NCARB record or its equivalent.

(2) For a landscape architect, a person who is currently a licensed or certified landscape architect in good standing in

another state or jurisdiction and who wishes to be considered for registration in Indiana will be required to apply through CLARB. It shall be the responsibility of the applicant to ensure that CLARB furnishes the record to the board and to request an application from the Indiana board. No reciprocal application will be considered in the absence of the CLARB record or its equivalent.

(c) All applications shall be made on forms prescribed by the board. The application form shall be completed in accordance with instructions furnished with it. An application form shall be considered incomplete if all information is not furnished. The applicant shall be given notice of omissions or deficiencies, and, if the information required is not provided by the applicant within six (6) months of the notice, the application will be terminated.

(d) Applications for registration of landscape architects other than by reciprocity shall be received ninety (90) calendar days prior to the applicable examination date.

(e) All materials in support of any application that are not in English must be fully translated into English, and the translation must be certified in an appropriate fashion. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 950; filed Jan 8, 1982, 10:10 a.m.: 5 IR 388; filed May 24, 1982, 8:45 a.m.: 5 IR 1403; filed Sep 22, 1983, 3:30 p.m.: 6 IR 2411; filed Nov 14, 1985, 8:39 a.m.: 9 IR 754; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-2 Landscape architects; experience requirements

Authority: IC 25-4-1-3

Affected: IC 25-4-2-1; IC 25-4-2-3

Sec. 2. (a) This section establishes the actual practical experience requirements under IC 25-4-2-3(a)(2)(B) and IC 25-4-2-3(a)(6) for applicants for registration as a landscape architect. Subsection (b) establishes the requirements for IC 25-4-2-3(a)(2)(B) as an alternative to graduation from an accredited curriculum of landscape architecture presented by a college or school approved by the board. Subsections (c) through (i) establishes [*sic., establish*] the requirements for IC 25-4-2-3(a)(6).

(b) Experience of a grade and character satisfactory to the board, which would be used in lieu of an accredited degree in landscape architecture as follows:

(1) work under the direct supervision of a registered landscape architect which falls within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1(b); and

(2) has attained before January 1, 2003, at least eight (8) years of satisfactory experience as described in subdivision (1).

(c) Before January 1, 2003, experience of a grade and character satisfactory to the board to be used in combination with an accredited degree in landscape architecture, and satisfactorily passing the LARE in order to establish licensure as a registered landscape architect, consists of all work which falls within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1. Applicants who accrue

experience allowed under this subsection will not lose credit for that experience even if their applications are filed after December 31, 2002.

(d) After December 31, 2002, experience of a grade and character satisfactory to the board to be used in combination with an accredited degree in landscape architecture, and satisfactorily passing the LARE in order to establish licensure as a registered landscape architect, includes the following:

(1) Work in a landscape architecture firm or other locations under the direct supervision of a registered landscape architect.

(2) Teaching landscape architecture in an accredited program.

(3) Work in an architect's office, under a registered landscape architect or architect.

(4) Work in an engineer's office, under a registered landscape architect or professional engineer.

(5) Work in a land surveyor's office, under a registered landscape architect or land surveyor.

(6) Work in a government agency's office, under a registered landscape architect, registered professional engineer, registered architect, registered land surveyor, or planner certified by the American Institute of City Planners.

(e) The work performed under subsection (d)(1) through (d)(6) must:

(1) be within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1; and

(2) cover work as addressed in the definition of landscape architecture in IC 25-4-2-1(b).

(f) Applicants who were admitted to the landscape architect examination on an application filed before July 1, 2000, shall not be required to obtain the three (3) year experience required by IC 25-4-2-3(a)(6) and by subsections [*sic., subsection*] (c) or (d).

(g) Applicants who were admitted to the landscape architect examination on an application filed after June 30, 2000, shall be required to obtain the three (3) year experience required by IC 25-4-2-3(a)(6) and by subsection (c) or (d).

(h) A maximum of twelve (12) months of actual practical experience as listed in subsection (d) may be acquired prior to receiving an accredited degree in landscape architecture. An applicant for registration as a landscape architect must acquire a minimum of two (2) years of actual practical experience after having graduated with an accredited degree from a school or college of landscape architecture in a setting described in subsection (d). This subsection does not apply to individuals who take the examination without a degree as allowed by subsection (b) and IC 25-4-2-3(a)(2)(B).

(i) One (1) year of the minimum three (3) years of practical experience must be obtained in settings described in subsections [*sic., subsection*] (d)(1) or (d)(3) through (d)(6). (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-2;*

filed Mar 25, 1980, 9:15 a.m.: 3 IR 950; filed Jan 8, 1982, 10:10 a.m.: 5 IR 389; filed May 24, 1982, 8:45 a.m.: 5 IR 1404; filed Sep

22, 1983, 3:30 p.m.: 6 IR 2411; filed Nov 14, 1985, 8:39 a.m.: 9 IR 755; filed Sep 16, 1987, 9:15 a.m.: 11 IR 789; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1051; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Jan 24, 2002, 12:05 p.m.: 25 IR 1904)

804 IAC 1.1-2-2.1 Architects; training and experience requirements (Repealed)

Sec. 2.1. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592)*

804 IAC 1.1-2-3 Examinations (Repealed)

Sec. 3. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2283)*

804 IAC 1.1-2-4 Reciprocal registration (Repealed)

Sec. 4. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592)*

804 IAC 1.1-2-4.1 Temporary certificate of registration; landscape architects (Expired)

Sec. 4.1. *(Expired under IC 4-22-2.5, effective January 1, 2002.)*

804 IAC 1.1-2-4.2 Waiver of examination–grandfather clause (Repealed)

Sec. 4.2. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Apr 26, 1983, 9:31 am: 6 IR 1083)*

804 IAC 1.1-2-4.3 Waiver of examination–grandfather clause (Repealed)

Sec. 4.3. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Nov 14, 1985, 8:39 am: 9 IR 765)*

804 IAC 1.1-2-5 Issuance of certificate of registration

Authority: IC 25-4-1-3; IC 25-4-2
Affected: IC 25-4-1-10; IC 25-4-2-2

Sec. 5. (a) Upon successful completion of the examination or reciprocity process, the board shall order a certificate of registration to be issued to the applicant and designate the date of the certificate. Upon receipt of the registration fee, the board will assign a certificate number to the registrant. Thereafter, the board will issue a registration card and provide a certificate of registration.

(b) If the board does not approve the application, the applicant shall be notified in writing of the grounds for its action. Notification shall be mailed to the last address furnished by the applicant.

(c) Failure of the applicant to pay the registration fee will cause the application to be terminated one (1) year after the

board's action granting registration provided the board shall have sent a second notice to the applicant.

(d) The original registration fee for the reciprocal license must be paid by the applicant within sixty (60) days of approval thereof by the board or the license shall not be issued.

(e) The secretary is authorized to order for engrossment a duplicate or replacement certificate of registration. Such new certificate of registration shall be assigned the original certificate number with the word "duplicate" inserted above the number and shall be signed by the qualified board members and secretary. A fee shall be paid before engrossment of the certificate. Each registrant shall keep the board advised of current address. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-5; filed Mar 25, 1980, 9:15 am: 3 IR 952; filed Jan 8, 1982, 10:10 am: 5 IR 393; filed Apr 26, 1983, 9:31 am: 6 IR 1077; filed Nov 14, 1985, 8:39 am: 9 IR 759; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-2-6 Renewal of registration

Authority: IC 25-4-1-3; IC 25-4-2
Affected: IC 25-1-2-6; IC 25-4-1-14; IC 25-4-1-22

Sec. 6. (a) Certificates of registration shall be renewable every two years with the renewal fee payable in advance.

(b) A renewal notice will be sent to each registrant at least sixty (60) days prior to December 1st of each odd numbered year and it will designate the amount of renewal fee and the date payment is due. A renewal notice shall be sent to each holder of an expired registration delinquent no more than two (2) renewal periods. The notice will designate the total amount of the renewal and the delinquent fees and the date payments are due in order to restore the certificate of registration to good standing for the succeeding biennial period. All renewal notices and other communications will be sent to the last address given by the registrant to the board and failure to receive a notice, so addressed, shall not relieve the registrant from his obligation to pay the renewal fee at the proper time subject to IC 25-1-2-6.

(c) When the renewal fee is not paid on time, the certificate of registration expires and the holder of the expired certificate of registration cannot lawfully practice or offer to practice as an architect or practice under the title "landscape architect" and his name will be deleted from future rosters until the renewal fee and required restoration fee shall have been paid.

(d) A failure to renew in the time allowed in IC 25-4-1-14 (five (5) years) shall cause termination of the registration so that it cannot be renewed thereafter. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-6; filed Apr 26, 1983, 9:31 am: 6 IR 1080; filed Nov 14, 1985, 8:39 am: 9 IR 760; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-2-7 Architect's seal

Authority: IC 25-4-1-3; IC 25-4-2
Affected: IC 25-4-1-22

Sec. 7. (a) The architect seal shall be not less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design:

(b) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (a). The seal may have a milled edge, as shown, or two (2) concentric circles with outer and inner circles corresponding with the respective edgings of the milling.

(c) The name and registration number of the registrant inscribed on the seal shall correspond to the name and registration number inscribed on the certificate of registration. However, "AR" may be excluded in the certificate number.

(d) The landscape architect seal shall not be less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design:

(e) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (d). The seal may have a milled edge, as shown, or two (2) concentric circles with the outer and inner circles corresponding with the respective edgings of the milling.

(f) The name and registration number of the registrant inscribed on the seal shall correspond to the name and certificate number inscribed on the certificate. However, "LA" may be excluded in the certificate number.

(g) The seal shall be affixed to documents and instruments only during the time the registration is current and in good standing, and then only on such documents and instruments which have been created by the registrant, regularly employed subordinates, or subordinates under the direct supervision of the registrant. The registrant shall be responsible for seeing that the seal, however affixed, shall be legible on the document.

(h) Whenever the seal is affixed, it shall include the person's original signature directly adjacent thereto (not across the seal) or the signature may be at another location on the sheet provided it is inscribed, "This document is certified by _____".

(i) The architect or landscape architect in responsible charge of architectural work or landscape architectural work, as applicable, for which specifications, plans, and drawings are required to be submitted for review by the appropriate governmental body shall apply the seal and signature as described in this section on the title or cover page of the specifications and each sheet of the drawings.

(j) A person who is not in responsible charge of the entire work, but assumes responsibility for portions of the work shown on any drawing sheet, may apply the seal and signature and denote the part of the work inserted as follows:
COVERING _____ DESIGN.

(k) The seal and signature on any drawings, documents, or instruments signifies acceptance of full responsibility for the professional work represented thereon, except where another shall have assumed a limited responsibility for portions of the work in accordance with subsections (g) through (j).

(l) Predesigned, preengineered, or prefabricated equipment, products, components, or systems which have become established as acceptable for the proposed use may be included when such items:

(1) meet standards established by nonprofit trade organizations and applicable code requirements;

(2) meet the requirements for the proposed use as indicated by tests performed by a competent, unbiased testing agency; or

(3) are certified by the manufacturer for the designated use. When such items affect electrical, mechanical, or structural integrity of the project, the manufacturer shall give proof of appropriate design by qualified professionals. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-7; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1080; filed Nov 14, 1985, 8:39 a.m.: 9 IR 760; filed Mar 1, 1995, 3:15 p.m.: 18 IR 1833; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-8 Firm, partnership, or corporate practice

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-22

Sec. 8. A firm, partnership or corporation offering architectural service shall have a registrant who is a principal of the firm or partnership or officer of the corporation and all work shall be performed under the responsible direction and supervision of said registrant.

The name of such principal or officer who is registered shall appear whenever the name of the firm, partnership or corporation is used in professional practice to indicate to clients or prospective clients that registrant is in responsible charge and is validly registered as determined by the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-8; filed Apr 26, 1983, 9:31 am: 6 IR 1081; filed Nov 14, 1985, 8:39 am: 9 IR 762; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 3. Fees

804 IAC 1.1-3-1 Fees charged by board

Authority: IC 25-1-8-2; IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-16; IC 25-4-2-8

Sec. 1. (a) The state board of registration for architects and landscape architects shall charge and collect the following fees:

(1) For submitting an application for examination for registration as an architect or landscape architect, a fee of fifty dollars \$50.

(2) For the examination or reexamination of an applicant for registration to practice as an architect or landscape architect, a fee in an amount determined by the board which may not exceed the cost of the examination administration thereof and grading thereof which is charged to the board plus twenty percent (20%) of such charge.

(3) For the processing and review of qualifications for registration as an architect or landscape architect by reciprocity with a NCARB or CLARB record, one hundred dollars (\$100).

(4) For the processing and review of qualifications for registration as an architect or landscape architect by reciprocity in the absence of a NCARB or CLARB record, four hundred dollars (\$400).

(5) For issuance of the original certificate of registration to practice as an architect or landscape architect either following passage of the examination or approval as a reciprocal applicant:

(A) When the certificate of registration is dated between December 1 of an even-numbered year and November 30 of the following odd-numbered year, inclusive, fifty dollars (\$50).

(B) When the certificate of registration is dated between December 1 of an odd-numbered year and November 30 of the following even-numbered year, inclusive, one hundred dollars (\$100).

(6) For the biennial renewal of the registration to practice as an architect or landscape architect, one hundred dollars (\$100) payable prior to November 30 of each odd-numbered year.

(7) For the restoration of an expired registration to practice as an architect or landscape architect, one hundred dollars (\$100) for each license year or part of a license year of delinquency, plus all unpaid renewal fees.

(8) For the replacement or duplicate certificate of registration to practice as an architect or landscape architect, ten dollars (\$10).

(9) For the proctoring of examinations taken in this state for purposes of registration in other states, a fee of seventy-five dollars (\$75). This fee shall be in addition to the examination fee.

(b) All fees are nonrefundable, nontransferable and all examination fees are nonapplicable in any case to succeeding examinations. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-3-1; filed Mar 25, 1980, 9:15 a.m.: 3IR 954; filed Oct 19, 1981, 10:30 a.m.: 4 IR 2845; filed Jan 8, 1982, 10:10 a.m.: 5 IR 395; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1082; filed Sep 22, 1983, 3:30 p.m.: 6 IR 2415; filed Nov 14, 1985, 8:39 a.m.: 9 IR 762; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3085; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Sep 27, 2002, 2:28 p.m.: 26 IR 370; errata, 26 IR 793*)

804 IAC 1.1-3-2 Cost of examination

Authority: IC 25-1-8-2; IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-16; IC 25-4-2-8

Sec. 2. An applicant shall pay the cost of the examination directly to the examination provider. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-3-2; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed Jul 15, 2003, 5:15 p.m.: 26 IR 3960*)

Rule 4. Code of Professional Conduct

804 IAC 1.1-4-1 Standards of competent practice

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-17; IC 25-4-2-9

Sec. 1. An architect or landscape architect shall serve and promote the public interest in the effort to improve human environment, acting in a manner to bring honor and dignity to the profession of architecture and landscape architecture with proper regard for the health and safety of the public in the performance of his duties. A practitioner in the conduct of his practice of architecture or landscape architecture shall abide and comply with the following standards of competent practice. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-1; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Sep 22, 1983, 3:30 pm: 6 IR 2415; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-2 Competence; impairment

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-17; IC 25-4-2-9

Sec. 2. (a) In practicing architecture or landscape architecture, a registrant shall act with reasonable care and competence, and shall apply the technical knowledge and skill which is ordinarily applied by registrants of good standing, practicing in the same locality.

(b) In designing a project, a registrant shall take into account all applicable state and municipal building laws and regulations. While a registrant may rely on the advice of other professionals (e.g. attorneys, engineers, and other qualified persons) as to the intent and meaning of such regulations, once having obtained such advice, a registrant shall not knowingly design a project in violation of such laws and regulations.

(c) A registrant shall undertake to perform professional services only when he, together with those whom the architect or landscape architect may engage as consultants, is qualified by education, training, and experience in the specific technical areas involved.

(d) No person shall be permitted to practice architecture or landscape architecture if, in the board's judgment, such person's professional competence is substantially impaired by physical or mental disabilities. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-2; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-3 Conflict of interest; financial disclosures

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-2-9

Sec. 3. (a) A registrant shall not accept compensation for his services from more than one party on a project unless the

circumstances are fully disclosed to and agreed to (such disclosure and agreement to be in writing) by all interested parties.

(b) If a registrant has any business association, or financial interest, direct or indirect which is substantial enough to influence his judgment in connection with his or her performance of professional services, the registrant shall fully disclose in writing to his client or employer the nature of the business association or financial interest, and if the client or employer objects to such association or financial interest, the registrant shall either terminate such association or interest or offer to relinquish the commission or employment.

(c) A registrant shall not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.

(d) When acting as the interpreter of contract documents and the judge of contract performance, a registrant shall render decisions impartially, favoring neither party to the contract. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-3; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-4 Disclosure of compensation and qualifications; reporting violations; false statements

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-1-17; IC 25-4-2-9

Sec. 4. (a) A registrant, making public statements on architectural or landscape architectural questions, shall disclose when he is being compensated for making such statement.

(b) A registrant shall accurately represent to a prospective or existing client or employer his qualifications and the scope of his responsibility in connection with work for which he or she is claiming credit.

(c) If in the course of his work on a project, a registrant becomes aware of a decision taken by his employer or client, against the registrant's advice, which violates applicable state or municipal building codes, laws and regulations and which will, in the registrant's judgment, adversely affect the safety to the public of the finished project, the registrant shall, (1) report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building codes, laws and regulations (2) refuse to consent to the decision, and in circumstances where the registrant reasonably believes that other such decisions will be taken notwithstanding his objection, terminate his services with reference to the project.

(d) A registrant shall not deliberately make a materially false statement or fail deliberately to disclose a material fact requested in connection with his application for registration or renewal.

(e) A registrant shall not assist the application for registration of a person known to be unqualified in respect to education, training, experience, or character.

(f) A registrant possessing knowledge of a violation of 804 IAC 1.1 by another registrant, materially affecting the health, safety and welfare of the public, shall report such knowledge to the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-4; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-5 Compliance with laws and regulations; gifts to government officials

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-2

Sec. 5. (a) A registrant shall not, in the conduct of professional practice, knowingly violate any state or federal criminal law.

(b) A registrant shall neither offer nor make any payment or gift to a government official (whether elected or appointed) with intent of influencing the official's judgment in connection with a prospective or existing project in which he is interested.

(c) A registrant shall comply with the registration laws and regulations governing his professional practice in any United States jurisdiction. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-5; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-6 Supervisory control; use of signature and seal; gifts; fraud

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4

Sec. 6. (a) Each office maintained for the preparation of drawings, specifications, reports, or other professional work, which according to IC 25-4 must be performed by a registrant, shall have a registrant regularly employed in that office having direct knowledge and supervisory control of such work.

(b) A registrant shall not sign or seal drawings, specifications, reports or other professional work for which he does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the registrant's consultant, registered under this or another professional registration law of this state, the registrant may sign or seal that portion of the professional work if the registrant has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy but not otherwise.

(c) A registrant shall neither offer nor make any gifts, other than gifts of nominal value (including, for example, reasonable entertainment and hospitality) with the intent of influencing the judgment of an existing or prospective client in connection with the project in which the registrant is interested.

(d) A registrant shall not engage in conduct involving fraud or wanton disregard of the rights of others.

(e) The act of affixing the seal and signature to any drawings, documents or instruments in any manner other than specifically set out in Rule 804 IAC 1.1-2-7, whether such act is performed by the person or by some person to whom the registrant shall have released custody of his seal, shall constitute aiding and abetting a person not duly authorized to practice architecture or landscape architecture. Such unprofessional and unethical conduct is commonly called "plan stamping". (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-6; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 5. Disciplinary Proceedings (Repealed)

(*Repealed by Board of Registration for Architects and Landscape Architects; filed Nov 14, 1985, 8:39 am: 9 IR 765*)

Rule 6. Examinations

804 IAC 1.1-6-1 Scope

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 1. Unless otherwise indicated, this rule applies to both the architect and the landscape architect examinations. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-1; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-2 Examinations administered

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 2. (a) The examination for registration as an architect shall be the Architect Registration Examination prepared by the National Council of Architectural Registration Boards.

(b) The examination for registration as a landscape architect shall be the Landscape Architect Registration Examination (formerly known as the Uniform National Examination) prepared by the Council of Landscape Architectural Registration Boards.

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-2; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1011; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-3 Admission to examinations

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9

Sec. 3. The board will admit an applicant to an examination only if the applicant otherwise qualifies for the registration for which application has been made including the meeting of the applicable education and experience requirements. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-3; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-4 Architect examination; content

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 4. (a) The architect examination shall consist of the following divisions:

- (1) Pre-design.
- (2) Site planning.
- (3) Building planning.
- (4) Building technology.
- (5) General structures.
- (6) Lateral forces.
- (7) Mechanical and electrical.
- (8) Materials and methods.
- (9) Construction documents and services.

(b) An applicant who failed the written part of what was formerly known as Division B prior to January 1, 1997, shall have to pass the entire division designated as site planning. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-4; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-5 Landscape architect examination; content

Authority: IC 25-4-1-3; IC 25-4-2-4

Affected: IC 25-4-2-4

Sec. 5. (a) The landscape architect examination shall consist of the following tests as of January 1, 1999:

- (1) Section A. Legal and administrative aspects of practice.
- (2) Section B. Analytical aspects of practice.
- (3) Section C. Planning and site design.
- (4) Section D. Structural considerations and materials and methods of construction.
- (5) Section E. Grading, drainage, and storm water management.

(b) An applicant who failed what was formerly known as Test 2 or 7 prior to January 1, 1997, shall have to pass the analytical aspects of the practice test.

(c) An applicant who failed either what was known as the conceptualization and communication test or what was known as the design synthesis test prior to January 1, 1999, shall have to pass the planning and site design test. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-5; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 22, 1990, 5:00 p.m.: 13*

IR 1053; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1011; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; filed Jan 22, 2001, 9:24 a.m.: 24 IR 1651; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-6-6 Examinations; portions required to be taken on first taking (Repealed)

Sec. 6. (Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592)

804 IAC 1.1-6-6.1 Transfer of credit

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-8; IC 25-4-2-6

Sec. 6.1. (a) An applicant for registration as an architect or landscape architect who has taken the examination required by section 2 of this rule in another state, a foreign country, or a province of a foreign country shall be given credit for any division or test passed in the other jurisdiction, provided that the score made on any such division or test of the examination in the other jurisdiction would be passing in Indiana, and therefore will not be required to retake any such division or test in Indiana.

(b) This section does not apply to out-of-state (or reciprocity) applicants under IC 25-4-1-8 or IC 25-4-2-6. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-6.1; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2864; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-7 Reexaminations

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 7. (a) An applicant who does not pass a division or test of an examination in the first attempt shall be entitled to retake that division or test as many times as the applicant requests reexamination and pays the applicable fees. However, no division of the architect examination may be taken sooner than six (6) months after the previous attempt.

(b) Under the reexaminations allowed by subsection (a), an applicant shall not be required to retake any division or test of the examination previously passed.

(c) In the reexaminations allowed by subsection (a), the applicant may choose, in a particular examination sitting, to not take all of the divisions or tests the applicant has yet to pass; however, all divisions or tests of the examination must be passed before the individual may be registered.

(d) An applicant who lost credit for passing one (1) or more divisions or tests under:

(1) 804 IAC 1.1-2-3(a) as it read before being repealed effective September 2, 1989; or

(2) this subsection as it read from September 2, 1989, through October 31, 1993; and therefore took or would

have had to have taken divisions or tests previously passed shall be entitled to credit on any examination taken after October 31, 1993, for those divisions or tests previously passed. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-7; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1012; filed Sep 10, 1993, 5:00 p.m.: 17 IR 198, eff Nov 1, 1993; errata filed Dec 10, 1993, 5:00 p.m.: 17 IR 783; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-7.1 Reexaminations; tests required to be taken

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 7.1. (a) Section 7 of this rule applies to the landscape architect examination even though its parts were changed effective with the June 1992 examination. For the purposes of section 7(b) of this rule, subsection (b) identifies the tests an individual must take beginning with the June 1992 examination based on sections of the examination the individual had not passed prior to June 1992.

(b) The retake requirements are as follows:

Sections not passed prior to June 1992	Tests required to be taken beginning with June 1992 examination
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1	1
2	2
3	2, 3, and 4
4	5 and 7
5	6

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-7.1; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1012; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-8 Architect examination; written portions

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 8. (a) This section and section 9 of this rule apply only to the architect examination.

(b) This section applies to the following:

- (1) Pre-design.
- (2) General structures.
- (3) Lateral forces.
- (4) Mechanical and electrical.
- (5) Materials and methods.
- (6) Construction documents and services.

(c) The portions of the examination covered by this section are based upon the knowledge and application of the principles of design and physical science to the professional practice of architecture. They are devoted primarily to the applicant finding solutions to problems designed to test the applicant's ability to apply knowledge, skills, and judgment to problems and

situations that demonstrate minimal competence in the practice of architecture.

(d) The applicant must achieve a passing score on each division of the examination. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-8; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-9 Architect examination; graphic portions

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 9. (a) This section applies to the following:

- (1) Site planning.
- (2) Building planning.
- (3) Building technology.

(b) The site planning division requires applicants to apply programmatic and environmental requirements and demonstrate an ability to create coherent concepts for the placements of buildings and/or other improvements on a site.

(c) The building planning division requires applicants to apply programmatic and environmental requirements and demonstrate an ability to create coherent concepts for:

- (1) the arrangement of buildings on their site;
- (2) the arrangement of rooms and other spaces within a building; and
- (3) the arrangement of walls, furniture, and fixtures within rooms and other spaces.

(d) The building technology division requires applicants

to:

- (1) apply programmatic and environmental requirements; and
- (2) demonstrate an ability to create coherent concepts for the arrangement of building components within a building or buildings.

(e) The applicant must achieve a passing score on each division of the examination. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-9; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-10 Landscape architect examination; description of tests (Repealed)

Sec. 10. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Oct 28, 1998, 3:35 p.m.: 22 IR 758*)

804 IAC 1.1-6-11 Landscape architect examination evaluation; passing score

Authority: IC 25-4-1-3; IC 25-4-2-4

Affected: IC 25-4-2-4

Sec. 11. (a) All graphic portions of the landscape architect examination are blind graded by a minimum of one (1) trained

landscape architectural professional following detailed instructions using national evaluator guides, and training for all evaluators.

(b) To pass the examination, applicants must achieve a passing score on each section. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-11; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2283; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1013; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 7. Training and Experience Requirements for Architect Registration

804 IAC 1.1-7-1 Scope of rule

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7; IC 25-4-1-8

Sec. 1. (a) This rule implements IC 25-4-1-7(a)(2) by establishing the training and experience requirements for admission to the examination for registration as an architect.

(b) This rule applies to admission to examinations conducted after May 1991.

(c) Individuals who:

- (1) were admitted to an examination conducted before June 1991; and
 - (2) failed to pass that examination;
- shall not be required to comply with the requirements of this rule in order to retake the examination after May 1991.

(d) Out-of-state architects applying for registration under IC 25-4-1-8(c)(2)(A)(i) must meet the requirements of this rule if they would have had to meet them under the provisions of subsections (b) and (c) if they had been initially registered in Indiana.

(e) Out-of-state architects applying for registration under IC 25-4-1-8(c)(2)(A)(i) who have practiced architecture for five (5) years after registration in another state do not need to comply with subsection (d). (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-1; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; filed Oct 28, 1998, 3:35 p.m.: 22 IR 757; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-2 "Intern" defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 2. As used in this rule, "intern" means an individual obtaining the training and experience required by IC 25-4-1-7(a)(2) and this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-2; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-3 "Office of a registered architect" defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 3. For the purposes of this rule, an organization will be considered to be "an office of a registered architect" if all of the following are met:

- (1) The architectural practice of the organization in which the applicant works is in the charge of a person practicing as a principal and the applicant works under the direct supervision of a registered architect.
- (2) The architectural practice of the organization encompasses the comprehensive process of the practice of architecture, including each of the categories composing such practice as set forth in section 9(b) of this rule.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-3; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-4 "Organization engaged in construction" defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 4. For the purposes of this rule, an organization (or an affiliate) is engaged in construction if it customarily engages in either of the following activities:

- (1) Undertakes to provide labor and/or material for all or any significant portion of a construction project, whether on lump sum, cost plus, or other basis of compensation.
- (2) Agrees to guarantee to an owner the maximum construction cost for all or any significant portion of a construction project.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-4; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-5 "Principal" defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 5. For the purposes of this rule, an individual practices as a "principal" by being:

- (1) a registered architect; and
- (2) the individual in charge of the organization's architectural practice, either alone or with other registered architects.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-5; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-6 "Registered architect" defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 6. As used in this rule, a "registered architect" means an individual who is registered to practice architecture in the jurisdiction in which the individual practices. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-6; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-7-7 Completion of training and experience

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 7. (a) Regardless of the acquisition of value units under this rule, the required training and experience may not be completed in a period of less than three (3) years.

(b) The required training and experience shall be completed no less than ninety (90) days prior to the applicable examination date. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-7; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-7-8 Training and experience descriptions

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 8. Training and experience must be obtained in one (1) or more of the following descriptions:

- (1) Experience in architecture as an employee in the office of a registered architect.
- (2) Experience in architecture as an employee of an organization (other than offices of registered architects) when the experience is under the direct supervision of a registered architect.
- (3) Experience directly related to architecture when under the direct supervision of a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.
- (4) Experience, other than subdivisions (1) through (3) experience, in activities involving the design or construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities and the like) when the applicant is under the direct supervision of a person experienced in the activity.
- (5) A post-professional degree in architecture, or teaching or research in a school or college of architecture recognized by the board.
- (6) Experience in architecture outside the United States or Canada, under the direct supervision of a person practicing architecture who is registered neither in a United States jurisdiction nor in a Canadian jurisdiction.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-8; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-9 Experience and training categories and areas; required value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 9. (a) An applicant must acquire a total of seven hundred (700) value units to satisfy the experience and training requirements. One (1) value unit equals eight (8) hours of acceptable activity.

(b) The following chart lists the experience and training categories and areas and the value unit requirements for each:

CATEGORY A

Design and Construction Documents	Minimum VUs Required
-----------------------------------	-------------------------

Programming	10
Site and environmental analysis	10
Schematic design	15
Building cost analysis	10
Code research	15
Engineering systems coordination	15
Design development	40
Construction documents	135
Specifications and materials research	15
Documents checking and coordination	10
Minimum total value units required	350*

CATEGORY B

Construction Administration	
Bidding and contract negotiation	10
Construction phase-office	15
Construction phase-observation	15
Minimum total value units required	70*

CATEGORY C

Management	
Project management	15
Office management	10
Minimum total value units required	35*

* The differences between the minimum total value units required in each of categories A, B, and C and the sum of the minimums required for each training area within the category must be acquired by earning value units from training areas within the same category.

CATEGORY D

Related activities	
Professional and community service	10

Other related activities	0
Minimum total value units required	10

(c) The required minimums in categories A, B, C, and D, as listed in subsection (b), total four hundred sixty-five (465) value units, allowing for two hundred thirty-five (235) additional value units to be acquired in any of the listed categories. All of the two hundred thirty-five (235) additional value units may be acquired in one (1) category or distributed among the categories. (Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-9; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1013; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2864; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-10 Scope of sections 11 through 20 of this rule; specific requirements for obtaining value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 10. Sections 11 through 20 of this rule establish specific requirements concerning the obtaining of value units. (Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-10; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-11 Value units; full-time and part-time work

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 11. Experience under section 8(1), 8(2), 8(3), 8(4), and 8(6) of this rule may be acquired only if the applicant works at least thirty-five (35) hours per week for a minimum period of ten (10) consecutive weeks. An applicant may earn one-half (½) of the credits specified under section 8(1) through 8(4) of this rule for work of at least twenty (20) hours per week in periods of six (6) or more consecutive months. Value units may be acquired in category D in section 9(b) of this rule only if the activity is substantial and continuous. (Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-11; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; errata filed Apr 5, 1990, 11:01 a.m.: 13 IR 1416; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-12 Value units; education required before earning

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 12. No value units may be acquired prior to satisfactory completion of:

- (1) three (3) years in a bachelor's degree program from a school or college of architecture recognized by the board;

(2) the third year of a four (4) year preprofessional degree program in architecture accepted for direct entry to a master's degree program; or

(3) one (1) year in a master's degree program.

Thirty-two (32) semester credit hours or forty-eight (48) quarter credit hours shall equal one (1) year in an academic program. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-12; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-13 Value units; education credits do not qualify

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 13. No experience used to meet education requirements may be used to earn training credits. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-13; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-14 Value units; post-professional degrees qualify

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 14. (a) A post-professional degree in architecture qualifies for two hundred thirty-five (235) value units under category D in section 9(b) of this rule.

(b) To earn credit for a post-professional degree, the applicant's credit hours must be in subjects directly related to architecture. Twenty (20) semester credit hours or thirty (30) quarter credit hours of teaching or equivalent time in research will qualify for two hundred thirty-five (235) value units. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-14; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-15 Value units; supplementary education

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 15. An applicant may earn value units by completing approved supplementary education programs. Supplementary education cannot be used to satisfy the minimum value unit requirements in categories A, B, C, and D of section 9(b) of this rule. No value units may be earned for supplementary education prior to graduation with a professional degree from a school or college of architecture recognized by the board, or while enrolled in a post-professional degree program in architecture. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-15; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; errata filed Apr

5, 1990, 11:01 a.m.: 13 IR 1416; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-16 Post-professional degrees; supplementary education; maximum value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 16. The value units which may be earned under sections 14 and 15 of this rule may not exceed in the aggregate two hundred thirty-five (235) value units. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-16; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-17 Experience; limitation of acquisitions

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 17. (a) To satisfy category A of section 9(b) of this rule, value units (including value units earned from supplementary education in those categories) must be acquired when employed in the settings described in section 8(1), 8(2), or 8(6) of this rule. The maximum credit for training acquired under section 8(6) of this rule shall be two hundred thirty-five (235) value units.

(b) Value units earned under section 8(3) of this rule may be used to satisfy categories B, C, and D of section 9(b) of this rule. The maximum credit for training acquired under section 8(3) of this rule shall be two hundred thirty-five (235) value units.

(c) Value units earned under section 8(4) of this rule may be used to satisfy categories C and D of section 9(b) of this rule. The maximum credit for training acquired under section 8(4) of this rule shall be one hundred seventeen (117) value units.

(d) Value units earned for teaching and research under section 8(5) of this rule may be used to satisfy category D of section 9(b) of this rule. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-17; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; errata filed Jan 31, 1996, 3:30 p.m.: 19 IR 1373; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3087; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-18 Experience as an employee in architect's office; minimum requirements after graduation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 18. A minimum of two hundred thirty-five (235) value units must be acquired in the setting described in section 8(1) of this rule after having graduated with a professional degree from a school or college of architecture recognized by the board. (*Board of Registration for Architects and Landscape Architects*; 804 IAC 1.1-7-18; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted

filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-19 Foreign training and experience

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 19. The maximum credit for training as an employee of an individual practicing architecture who is not an architect registered in a United States jurisdiction shall be two hundred thirty-five (235) value units. No credit will be granted for foreign training other than as an employee of an individual practicing architecture. However, an individual with five (5) years of foreign training under section 8(2) of this rule shall be deemed to have satisfied the training requirements. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-19; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; errata, 13 IR 1862; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-20 Board evaluation of training; substantiation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 20. In evaluating training, the board may require substantiation of the quality and character of the training notwithstanding the fact that the applicant has complied with the technical training requirements set forth in this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-20; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted filed May 10, 2001 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-21 Scope of sections 22 through 36 of this rule; detail of qualifying categories and areas

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 21. Sections 22 through 36 of this rule detail the specific categories and areas of experience and training provided for in section 9(b) of this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-21; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-22 Programming; client contact

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 22. (a) Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include:

- (1) establishing goals;
- (2) considering a budget;
- (3) collecting, organizing, and analyzing data;

(4) isolating and developing concepts; and

(5) determining needs in general.

The American Institute for Architects (AIA) Owner Architect Agreements presume that the owner will furnish the program and that any involvement of the architect in writing the program will be an additional service not covered in the basic agreement. However, many owners are employing the architect to assist them in this effort. The project will also be affected by the mortgage lender, public officials involved in health, welfare, and safety, future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential in order to maintain an orderly design process.

(b) Possible intern activities include the following:

(1) Participating in office conferences with clients regarding programming, periodic reviews, and formal presentations, and assisting in preparing minutes or reports for future reference.

(2) Assisting with presentations at zoning and variance hearings, and at meetings with financial and government agencies.

(3) Taking part in visits to existing projects similar to the client's and participating in interviews with the owners and consultants of these projects.

(4) Assisting in preparing the summary and evaluation of data and requirements obtained from all sources. The summary is the basis for the final written program.

(5) Researching current literature pertaining to architectural programming.

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-22; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-23 Site and environmental analysis

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 23. (a) Site analysis includes land planning, urban design, and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic, and social impact of proposed land use on the environment, ecology, traffic, and population patterns. Governmental agencies frequently require documentation on the results construction will have on its surroundings (i.e., environmental impact studies). Decisions relating to site analysis must involve the selection, organization, and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

(b) Possible intern activities include the following:

(1) Assisting in analyzing several sites to assess the feasibility of their use for a proposed project.

(2) Helping to analyze the feasibility of using a specific site for the project.

REGISTRATION; CODE OF CONDUCT FOR ARCHITECTS

Indiana Administrative Code Page 20

(3) Assisting in the analysis of the impact of specific land use and location for a project.

(4) Assisting in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.

(5) Researching site restrictions such as zoning, easements, utilities, etc.

(6) Participating in public hearings about land use issues and preparing reports for future reference.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-23; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-24 Schematic design

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 24. (a) From the owner-approved program, the architect develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until owner and architect can agree on one (1) scheme.

(b) Possible intern activities include the following:

(1) Participating in the development and preparation of preliminary design concepts to determine the spatial relationships that

best satisfy the owner's program.

(2) Participating in the development and coordination of program requirements with consultants.

(3) Assisting in the preparation of presentation drawings and models.

(4) Assisting in the analysis and selection of engineering systems.

(5) Participating in design review and approval meetings with clients, user groups, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-24; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-24.1 Engineering systems coordination

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 24.1. (a) The architect is usually responsible for the selection, design, and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineering systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the architect. These traditionally have included structural, mechanical, and electrical subsystems as well as newer technical innovations and special requirements, such as telecommunications and

computer applications. Architects must know how engineering systems work, including system benefits and limitations, availability, cost, and the space requirements necessary to provide the basis for system design, selection, and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

(b) Possible intern activities include the following:

(1) Becoming familiar with construction methods and performance of different engineering systems.

(2) Understanding safety requirements and selection process for engineering systems.

(3) Assisting in research, analysis, and selection process of engineering systems during the schematic design and design

development phases.

(4) Helping coordinate engineering systems documents provided by consultants into the construction documents produced by the architect.

(5) Reviewing consultants' drawings for conceptual understanding of systems, space requirements, and possible conflicts or interference of structure, ductwork, plumbing lines, or electrical fixtures.

(6) Assisting in checking shop drawings, evaluation of samples, and maintenance of records.

(7) Visiting the job site and observing installation and integration of engineering systems, construction details, and space requirements.

(8) Attending systems start up, operation, and maintenance meetings required for acceptance and utilization by the owner.

(9) Obtaining and studying manufacturers' literature for engineering systems and components.

(10) Becoming aware of relevant codes and regulatory standards applicable to various engineering systems.

(11) Checking maintenance manuals and warranties submitted by contractors for conformance with contract documents.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-24.1; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2865; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-25 Building cost analysis

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 25. (a) An important responsibility of the architect is to evaluate the probable project construction cost. Accurate estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems, and construction scheduling. Long term maintenance, as well as tax impact of material and system selection (value engineering),

are additional factors which bear on development of the project. For their own preliminary analysis, most architects use computations based on area and/or volume. Such methods require a limited amount of experience to adjust the unit cost to special conditions of the project. Estimates of cost provided later in the design process are frequently made on the basis of labor and material requirements (quantity surveys), a method which requires a more specialized knowledge of construction costs.

(b) Possible intern activities include the following:

(1) Calculating the area and volume of a project in accordance with AIA Document D101 "Architectural Area and Volume of Buildings".

(2) Making a simplified quantity takeoff of selected materials and preparing comparative cost analyses.

(3) Assisting in the preparation of cost estimates of each stage of a project.

(4) Reviewing various references and text utilized in cost estimating.

(5) Assisting in the preparation of cost analyses for current projects, using a variety of indices (cost/square foot, cost/cubic foot, unit use, etc.).

(6) Conducting a survey of current cost per square foot of various types of projects, using local Dodge Reports, Builder's Exchange reports, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-25; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-26 Code research

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 26. (a) Building inspectors as well as officials in zoning, environmental, and other agencies relating to the health, welfare, and safety of the public, oversee the enforcement of federal, state, and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process, and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

(b) Possible intern activities include the following:

(1) Assisting in searching and documenting codes, regulations, ordinances, etc., for one (1) or more specific projects.

(2) Studying procedures necessary to obtain relief or variances from particular requirements as they relate to a project.

(3) Calculating certain variables (i.e., numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.

(4) Determining a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-26; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-27 Design development

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 27. (a) Based on the owner-approved schematic design, the architect fixes and details, for the owner's further approval, the size and character of the entire project, including selection of materials and engineering systems.

(b) Possible intern activities include the following:

(1) Participating in the preparation of detailed development drawings from schematic design documents.

(2) Assisting in developing of various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time, and construction cost.

(3) Helping to coordinate engineering systems proposed for the project.

(4) Participating in design review and approval meetings with clients, user groups, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-27; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-28 Construction documents

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 28. (a) The working drawings phase of construction documents preparation constitutes the major activity in an architect's office. These drawings describe in graphic form all of the essentials of the work to be done:

(1) location;

(2) size;

(3) arrangement; and

(4) details;

of the project. As the successful and timely execution of these documents can be equated closely with an office's financial success, architects constantly search for more efficient ways to produce construction documents. No matter what the method of preparation, it is extremely important that the documents be accurate, consistent, complete, and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of the drawings of consultants is essential to avoid conflicts between the various trades during construction.

(b) Possible intern activities include the following:

(1) Working in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, and clarity.

(2) Assisting in the correlation and coordination of all documents produced by the architect and the consultants.

(3) Developing a knowledge of professional responsibilities and liabilities arising out of the issuance of construction documents.

(4) Participating in the mechanics of reproducing and assembling the finished construction documents.

(5) Assisting the job captain (or equivalent) in routine administrative/control tasks.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-28; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-29 Specifications and material research

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 29. (a) Well-grounded knowledge of specification writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts, and construction procedures cannot be communicated successfully to the ultimate users. A cardinal principle of specification writing requires the architect to understand, very clearly, the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of materials or products to be used in a project:

- (1) appropriateness;
- (2) durability;
- (3) aesthetic quality;
- (4) first cost; and
- (5) maintenance, etc.

To avoid future problems, it is extremely important that the architect recognizes the ultimate function of each item to be specified. The architect must carefully assess new or untried materials as well as new or unusual applications of familiar items regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the owner and expose the architect to liability.

(b) Possible intern activities include the following:

(1) Reviewing construction specifications organization, purpose, and format, and assisting in writing specifications. Reviewing and analyzing bidding forms, insurance aspects, bonding requirements, liens, supplementary and special conditions.

(2) Researching and evaluating data for products to be specified, including information regarding product availability, cost, code acceptability, and manufacturers'

reliability. Attending sales presentations in connection with this research.

(3) Researching industry standards and guidelines for specific classes of products (e.g., curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project. Researching construction techniques and systems and understanding workmanship standards such as poured-in-place concrete, masonry construction, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-29; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1059; filed Nov 29, 1995, 8:00 a.m.: 19 IR 670; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-30 Documents checking and coordination

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 30. (a) Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings and specifications must be checked and cross-checked for accuracy and compatibility.

(b) Possible intern activities include the following:

(1) Assisting in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.

(2) Checking drawings prepared by other draftspersons for accuracy of dimensions, notes, abbreviations, and indications.

(3) Assisting in developing a schedule of lead time required for proper coordination with other disciplines.

(4) Checking consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interferences of plumbing lines, ductwork, electrical fixtures, etc.

(5) Assisting in the final project review for compliance with applicable codes, regulations, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-30; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1059; filed Nov 29, 1995, 8:00 a.m.: 19 IR 670; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-31 Bidding and contract negotiation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 31. (a) The architect assists in establishing and administering the following:

- (1) Bidding procedures.

- (2) Issuing addenda.
- (3) Evaluating proposed substitutions.
- (4) Reviewing the qualifications of bidders.
- (5) Analyzing bids or negotiated proposals.
- (6) Making recommendations for the selection of the contractor(s).

(b) The construction contract and related documents are the formal instruments which bind the major parties in the construction phase together. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

(c) Possible intern activities include the following:

- (1) Carefully reviewing the bidding/award stages of previous projects. Developing an understanding of problems encountered and how they were resolved.
- (2) Preparing sample bids using quantity takeoffs from the building cost analysis.
- (3) Assisting in the prequalification of bidders.
- (4) Assisting in the receipt, analysis, and evaluation of bids, including any alternates.
- (5) Learning what information and submittals are required prior to issuance of notice to proceed.
- (6) Assisting in evaluating equal product considerations in preparing addenda.
- (7) Meeting with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents. Understanding the role of the lending institution during the bidding process.
- (8) Assisting in the preparation and negotiation of construction contracts and becoming familiar with the Conditions of the Contract for construction in order to identify the architect's, contractor's, owner's, bonding company's, and insurer's roles in the administration of the construction phase.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-31; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1060; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-32 Construction phase; office

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 32. (a) During the construction phase there are many related tasks which do not directly involve field observations:

- (1) processing contractors' Applications for Payment;
- (2) change orders;
- (3) shop drawings and samples; and
- (4) adjudicating disputes; etc.

The architect's handling of these matters will usually have a direct bearing on the smooth functioning of the work in the field. For

example, prompt processing of the contractor's Application for Payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of funds.

(b) Items such as shop drawings, samples, and test reports submitted for the architect's review must be acted upon promptly to expedite the construction process. Changes in the work which may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

(c) Possible intern activities include the following:

- (1) Assisting in processing Applications for Payment and preparing Certificates for Payment.
- (2) Assisting in checking shop drawings, evaluating samples submitted, and maintaining records.
- (3) Assisting in evaluating requests for changes, interpretation of documents, and preparation of Change Orders.
- (4) Participating in the resolution of disputes and interpretation of conflicts relating to the contract documents.
- (5) Participating in the assembly of evidence and preparation of testimony to be used before an arbitration panel or in court.
- (6) Researching the legal responsibilities of owners, contractors, and architects by attending seminars and using other supplementary education resources.
- (7) Participating in the preparation of record documents at project completion.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-32; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1060; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-33 Construction phase; observation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 33. (a) In administering the Construction Contract, the architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of materials and workmanship, the architect must be thoroughly familiar with all of the provisions of the Construction Contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall Project Schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The architect must determine through observation the Date of Substantial Completion and receive all data, warranties, and releases required by the contract documents prior to final inspection and final payment. In addition to these construction-related functions, the architect interprets contract documents when disagreements occur, judging the dispute

impartially, even when the owner is involved. Dissatisfaction with the architect's decision can lead to arbitration or the courts.

(b) Possible intern activities include the following:

(1) Visiting the job site and participating in observation of the work in place and materials stored, and preparing field reports of such routine inspections.

(2) Reviewing and analyzing construction time schedules. Understanding the various network methods (e.g., critical path method) potentially available to the contractor.

(3) By review of the contract documents and through professional development programs, developing an awareness of the contractual obligations related to observation of construction.

(4) Attending periodic job site construction meetings and assisting in recording and documenting all actions taken and agreed to at such meetings.

(5) Participating in the substantial completion inspection and assisting in the punch list verification.

(6) Participating in the final acceptance inspection with the owner and other involved parties.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-33; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1061; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-33.1 Project management

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 33.1. (a) The economic and professional health of a firm depends on an orderly, trackable method of project execution.

A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives, and other key decision makers (financial experts, developers, lawyers, and contractors). The project manager defines consensus goals and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members. A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavors. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan yardstick, assess all discrepancies, and take the corrective action necessary to maintain project control. The project manager also:

(1) maintains design quality during bidding, contract negotiation, and construction phases through administration of the project file;

(2) oversees the firm's construction representative; and

(3) monitors scheduled on-site quality reviews.

Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

(b) Possible intern activities include the following:

(1) Review the firm's project management manual or all important forms, checklists, and other practice aids if a manual doesn't exist.

(2) Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.

(3) Participate in the development of a project work plan, including identifying goals, client requirements, responsibilities, a first-cut schedule, and the project record.

(4) Review a work plan against all project-related contractual agreements.

(5) Become familiar with team management, including role assignments, team communication methods, and frequency and

maintaining the project file.

(6) Review design documentation standards and understand expected levels of documentation at each phase of the project.

(7) Attend quality reviews at project development milestones identified in the work plan.

(8) Assist in preparing project status assessments, including schedule and scope variances and actions required to maintain project budget control.

(9) Review the project management file for close-out activities, including contractual fulfillments, final fee for services,

invoicing, and modifications, for example, change orders.

(10) Attend post-occupancy evaluation trips to completed project sites.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-33.1; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3087; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-34 Office management

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 34. (a) Although architecture is a creative profession, current techniques of practice require that the architect's office operate in almost the same manner as a commercial enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability, essential to a successful practice, can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of manpower

requires budgeting of time and the development of schedules which are adhered to rigidly. The architect's relationship to the owner is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for a lawful purpose and accomplishable within an established time frame.

(b) Possible intern activities include the following:

(1) Reviewing the process of internal accounting and cost control systems for operation of the firm.

(2) Participating in allocation of time to all elements involved in a total project from preliminary design through construction.

(3) Reviewing professional service contracts for their structure, content, determination of responsibility, and enforcement procedures.

(4) Reviewing the compensation structure as related to types of service rendered by the firm.

(5) Reviewing current contractual relationships with consultants.

(6) Researching legal obligations, limitations, and liabilities of professional service contracts.

(7) Reviewing the firm's professional liability insurance policy and developing an awareness of potential practices and procedures which are not covered by the policy.

(8) Assisting in the development of programs to publicize the firm's professional services and its expertise.

(9) Participating in the firm's program for securing commissions for professional services through assisting in market research, prospect list preparation, and information gathering activities.

(10) Assisting in developing firm brochures and advertising as elements of promotion.

(11) Accompanying marketing staff on cold calls to prospects.

(12) Participating in presentations to prospective clients and formal selection interviews.

(13) Participating in the firm's internal budgeting (profit planning) process.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-34; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1061; filed Nov 29, 1995, 8:00 a.m.: 19 IR 672; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-35 Professional and community services

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 35. (a) To strengthen the profession's image, the architect must participate in public service programs. The architect must also maintain a supportive role with others involved in the construction industry. The various professional societies and other public service opportunities offer viable means of serving the

profession and the community. Meaningful involvement requires participation beyond attendance at regular meetings.

(b) Possible intern activities include the following:

(1) Participating in the work of professional societies through committee activity.

(2) Providing service to the public by contribution of expertise toward environment, planning, zoning, housing, and codes.

(3) Participating in civic programs and organizations.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-35; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1062; filed Nov 29, 1995, 8:00 a.m.: 19 IR 672; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-36 Related special activities

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 36. (a) The intern development program is not intended to be narrow or restrictive, but to bring into proper perspective the broad aspects of architectural practice. In addition, new areas of concern and involvement which do not fall within more traditional practice are opening to architects. This category of related activities will allow the intern, while developing basic practice skills, to develop expertise in allied areas.

(b) Possible related activities include the following:

(1) Energy conservation.

(2) Computer applications.

(3) Planning.

(4) Interior design.

(5) Landscape architecture.

(6) Construction management.

(7) Environmental and structural engineering.

(8) Applied and theoretical research.

(9) Teaching.

(10) Historical restoration.

(11) Professional delineation.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-36; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1062; filed Nov 29, 1995, 8:00 a.m.: 19 IR 673; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

Rule 8. Continuing Education

804 IAC 1.1-8-1 Continuing education

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 1. This rule establishes the continuing education requirements for registered architects and landscape architects. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-1; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378)*

804 IAC 1.1-8-2 Definitions

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Contact hour" means one (1) sixty (60) minute clock hour of an educational activity with no less than fifty (50) minutes of instructional content within the hour.

(c) "Continuing education unit" or "CEU" means the number of continuing education credits, measured in contact hours. The provider of the material or activity may determine the number of CEUs or credits. For the entities listed in section 7(b) of this rule, the board will accept the hours established by each organization. Where the number of CEUs are established by others, the board may require additional evidence supporting the CEUs claimed.

(d) "Health, safety, and welfare" means the planning and designing of buildings and structures and the spaces within and surrounding the buildings and structures that:

- (1) minimize the risk of injury to persons or property and comply with applicable building and safety codes;
- (2) are durable, environmentally friendly, cost effective, and conserve resources;
- (3) are aesthetically appealing;
- (4) function properly in all relevant respects; and
- (5) enhance the public's overall sense of well-being, harmony, and community and integrate effectively with the surrounding environment.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-2; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378)

804 IAC 1.1-8-3 Continuing education requirements

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4

Sec. 3. (a) Registered architects and landscape architects must complete during each two (2) year licensure period twenty-four (24) hours of continuing education in order to qualify for renewal of an active license.

(b) Continuing education is first required for the December 1, 2007, renewal.

(c) No credit will be given for courses completed before June 1, 2005. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-3; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

804 IAC 1.1-8-4 First-time registrants exempted

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 4. First-time registrants are not required to comply with these continuing education requirements at the first renewal.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-4; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)

804 IAC 1.1-8-5 Waiver of continuing education requirements

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-1-12; IC 25-4-1; IC 25-4-2

Sec. 5. (a) An applicant for license renewal who was unable to fulfill the continuing education requirements in section 3 of this rule may be granted a waiver of the continuing education requirement by the board.

(b) An applicant requesting a waiver of the continuing education requirements in section 3 of this rule must certify under penalty of perjury that the applicant was unable to fulfill the continuing education due to hardship resulting from any of the following:

(1) Service in the armed forces of the United States under IC 25-1-12.

(2) An incapacitating illness or injury.

(3) Other circumstances determined by the board or agency.

(c) An individual who applies for a waiver of the continuing education requirements must request the waiver in writing.

(d) The board may seek verification of the applicant's request for a waiver of continuing education requirements under this rule. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-5; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

804 IAC 1.1-8-6 Continuing education from another jurisdiction

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 6. The board may accept for credit toward the Indiana architect and landscape architect continuing education requirement, courses that are accepted for credit toward the continuing education requirements for architects and landscape architects in another state. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-6; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)*

804 IAC 1.1-8-7 Mandatory and elective topics

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 7. (a) Credit may be granted for education offerings that cover architecture and landscape architecture and related technical and professional topics and contribute directly to the improvement of the professional knowledge and competence to practice architecture and landscape architecture.

(b) Continuing education activities or courses may be provided by any of the following organizations:

- (1) Accredited colleges, universities, or other postsecondary educational institutions.
- (2) American Institute of Architects.
- (3) American Society of Landscape Architects.
- (4) American Planning Association.
- (5) Board of Registration for Architects and Landscape Architects.
- (6) Council of Landscape Architectural Registration Boards.
- (7) Construction Specifications Institute.
- (8) National Council of Architectural Registration Boards.
- (9) Other related technical or professional societies, organizations, or institutions. The board shall not preapprove continuing education activities or courses.

(c) At least sixteen (16) hours of the required continuing education requirements for architects and landscape architects must pertain to technical and professional topics related to the protection of the public health, safety, and welfare. These topics include, but are not limited to, the following:

- (1) Codes, statutes, and administrative regulations governing the practice of architecture or landscape architecture.
- (2) Environmental and ecological resources.
- (3) Professional ethics.
- (4) Indiana licensing statutes and rules.
- (5) Legal aspects of contracts, documents, insurance, bonds, and project administration.
- (6) Construction documents and services.
- (7) Materials and methods.
- (8) Mechanical, plumbing, electrical, and life safety.
- (9) Structural technology.
- (10) Energy efficiency.
- (11) Project administration.
- (12) Accessibility issues.
- (13) Security and safety issues.
- (14) New technical and professional skills.

(d) The following types of activities may qualify to fulfill the requirements for a minimum of sixteen (16) contact hours to be acquired in structured educational activities (all twenty-four (24) hours may be acquired in such activities):

- (1) Contact hours in attendance at short courses or seminars dealing with architectural or landscape architectural subjects and sponsored by college or universities.
- (2) Contact hours in attendance at presentations on architectural or landscape architectural subjects that are held in conjunction with meetings, conferences, or conventions of architect or landscape architect professional organizations recognized by the board to the extent that contact hours are credited only to that portion of the meeting, conference, or convention that comprises the educational program.
- (3) Contact hours in attendance at short courses or seminars relating to professional practice or new technology and offered by colleges, universities, professional organizations, or system suppliers.

(4) Teaching or instructing an architectural or landscape architectural course, seminar, lecture, presentation, or workshop shall constitute three (3) contact hours for each hour spent in the actual presentation. Teaching credit shall be valid for the initial presentation only. A maximum of nine (9) hours may be accumulated over a two (2) year licensure period.

(5) Contact hours spent in architectural or landscape architectural research that is published or is formally presented to the profession or public. A maximum of nine (9) total contact hours may be accumulated over the two (2) year licensure period.

(6) Successfully completing structured architectural or landscape architectural self-study courses, presented by correspondence, Internet, television, video, or audio, ending with an examination or other verification process. The contact hours acquired for

this activity shall be established by the program sponsor.

(7) College or university credit courses dealing with architectural or landscape architectural subjects. Each academic semester hour shall equal fifteen (15) contact hours. Each academic quarterly hour shall equal ten (10) contact hours.

(8) Contact hours spent in educational tours of architecturally or landscape architecturally significant projects, where the tour is sponsored by a college, university, professional organization, or system supplier. A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.

(9) Contact hours spent in professional services to the public that draw upon the licensee's professional architectural or landscape architectural expertise on boards and commissions, such as, serving on any of the following:

- (A) Planning commissions.
- (B) Building code advisory boards.
- (C) Urban renewal boards.
- (D) Code study committees.
- (E) Regulatory boards.
- (F) Professional accreditation teams.

A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.

(e) The following types of activities in individually planned educational activities that are self-directed may qualify for the maximum of eight (8) contact hours over the two (2) year licensure period:

- (1) Contact hours for serving as an architectural mentor or supervisor for the Intern Development Program (IDP) required to satisfy that diversified professional training requirements under 804 IAC 1.1-7. Such service to an intern or interns shall be consistent with the responsibilities set forth in the NCARB IDP Guidelines for an intern's mentor and supervisor, which is hereby incorporated by reference.

(2) Contact hours spent in planned activities, related to the practice of architecture or landscape architecture, which include the following:

- (A) Business and practice efficiency.
- (B) Business development.
- (C) Personal improvement.
- (D) New skills.

(3) Actively participating in a technical or professional society or organization shall be the equivalent to two (2) contact hours. An individual shall serve as an officer or actively participate in a committee of the organization to receive credit for this activity. Contact hours shall be limited to two (2) per organization and shall not be acquired until the completion of each year of service.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-7; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379)

804 IAC 1.1-8-8 Retention of certificates of completion

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 8. Registered architects and landscape architects must retain certificates of completion for continuing education courses for three (3) years after the end of the licensing period for which the continuing education applied. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-8; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380)*

804 IAC 1.1-8-9 No carry over to next license period

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 9. Hours for continuing education units earned in one (1) license period may not be used in a subsequent license period. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-9; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380)*

804 IAC 1.1-8-10 Inactive status

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 10. Registered architects or landscape architects may apply to the board to renew their licenses in an inactive status. No continuing education is required to renew inactive. An inactive registered architect or landscape architect may not practice architecture or landscape architecture while in an inactive status. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-10; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)*

804 IAC 1.1-8-11 Reactivation of inactive, expired, or retired license

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 11. (a) In order to reactivate an inactive, expired, or retired license, the registered architect or landscape architect must have obtained all twenty-four (24) hours of continuing education units, which would have been required had the license been active.

(b) In order to reactivate an inactive, expired, or retired license during a two (2) year licensure period, the registered architect or landscape architect must:

- (1) apply to the board for reactivation on the application form supplied by the board; and
- (2) submit evidence of completion of twenty-four (24) CEU hours within the two (2) year period immediately before the date the reactivation application is filed.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-11; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)

804 IAC 1.1-8-12 Continuing education required after reactivation

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4-1; IC 25-4-2

Sec. 12. This section applies to all registered architects or landscape architects who reactivate an inactive, expired, or retired license by establishing the number of hours of continuing education required for the time period between reactivation and the following renewal date in order to qualify to renew active. Registered architects or landscape architects must complete the mandatory continuing education required in section 7 of this rule unless the requirement in the table in this section is zero (0). Additional hours of continuing education required in this table may be met by taking courses that meet the requirements of section 7 of this rule.

Date of Activation Hours Required to Renew Active

January 1 – March 31 of first 12 months of license period 24

April 1 – June 30 of first 12 months of license period 21

July 1 – September 30 of first 12 months of license period 18

October 1 – December 31 of first and second months of license period 15

January 1 – March 31 of second 12 months of license period 12

April 1 – June 30 of second 12 months of license period 9

July 1 – September 30 of second 12 months of license period 6

October 1 – December 31 of second 12 months of license period 0

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-12; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381)

804 IAC 1.1-8-13 Audits of continuing education compliance

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-1-11; IC 25-4-1-31; IC 25-4-2-13

Sec. 13. (a) The board shall conduct audits of registered architects under IC 25-4-1-31 and landscape architects under IC 25-4-2-13 for continuing education compliance. The board may audit continuing education providers. For purposes of this section, the board may designate a board member or staff member to act on behalf of or in the name of the board.

(b) If, as a result of an audit or other review, the board determines that hours of continuing education units a registered architect or landscape architect has claimed do not meet the continuing education requirements of this article, the board shall notify the registered architect or landscape architect of that determination.

(c) A registered architect or landscape architect, who has been notified under subsection (b), may, within thirty (30) days, submit information to the board giving all the substantive reasons in support of the registered architect's or landscape architect's position that an adequate number of hours of continuing education have been completed.

(d) A registered architect or landscape architect that submits false information shall be subject to sanctions provided for under IC 25-1-11.

(e) Registered architects or landscape architects that are found not to be in compliance shall be subject to discipline under IC 25-1-11. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-13; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381*)*